

Privacy Policy

Last updated: 21-06-2025

1. Who We Are

Four Seals Digital Ltd

Company number: 12497343

Registered address: Office 2, Tweed House, Park Lane, Swanley, Kent, BR8 8DT

Website: www.fourseals.co.uk

Contact: privacy@fourseals.co.uk

We provide software engineering, cloud architecture, data platform and service design consultancy to public sector organisations across the UK.

2. What Information We Collect

- Identification details (name, email address, phone number, job title)
- Contact history (emails, enquiries, calls)
- Professional data (CVs, client project inputs, business cards)
- Usage data (website analytics, access logs)
- Technical data (IP address, device/browser details)

3. How We Collect Your Data

- Contact by email, phone, or contact form
- Newsletter sign-ups or marketing lists
- CV or proposal submissions
- Client, supplier, or contractor relationships
- Website analytics and logs

4. Why We Use Your Data (Lawful Basis)

- Enquiries: Legitimate interest
- Client projects: Contractual necessity
- Supplier management: Contractual necessity
- CV management: Consent / Legitimate interest
- Fraud prevention: Legal obligation / Legitimate interest
- Marketing: Consent
- Website analytics: Consent via cookie banner

5. Who We Share Your Data With

- Cloud service providers (Google Workspace, GitHub)
- Project partners under NDA
- Recruitment and compliance platforms
- Public sector clients (as contractually required)

6. International Data Transfers

We primarily store data in the UK and EEA. Transfers outside these areas follow safeguards like adequacy regulations or SCCs.

7. How Long We Keep Your Data

- Client project records: up to 6 years
- Recruitment records: 12 months
- Enquiries: 2 years

Secure deletion or anonymisation applies at end-of-life.

8. How We Protect Your Data

- Encryption at rest and in transit
- Multi-factor authentication
- Role-based access control
- Internal audits and penetration tests

- NDA and regular training

Our practices align with ISO/IEC 27001:2022.

9. Your Rights

- Access, rectification, erasure
- Restriction, objection
- Withdraw consent
- Contact us: privacy@fourseals.co.uk
- ICO: www.ico.org.uk / 0303 123 1113

10. Cookies

Our website does not use cookies.

11. Changes to This Policy

We may update this Privacy Policy. The latest version is always available on our website.

Privacy Notice

© Four Seals Digital Ltd. We respect your privacy. We collect minimal personal data to deliver our services and improve your experience. Read our full Privacy Policy and Cookie Policy for details.

Questions? Contact: privacy@fourseals.co.uk