Synergize Consulting Limited – Privacy Policy

Applicable legislation includes the UK GDPR, Data Protection Act 2018, Privacy and Electronic Communications Regulations (PECR), and updates introduced by the Data (Use and Access) Act 2025.

1. Introduction

Synergize Consulting Limited ("Synergize", "we", "our", or "us") is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, store, disclose, and protect personal data when you use our website, engage with our consultancy services, apply for employment opportunities, or otherwise interact with us.

2. Who We Are

Synergize Consulting Limited is a company registered in England and Wales. For the purposes of UK data protection law, Synergize Consulting Limited acts as the Data Controller in relation to the personal information processed under this policy.

3. Contact Details

If you have any questions about this Privacy Policy or how your personal data is handled, you may contact us through the contact details published on our website. You also have the right to lodge a complaint with the Information Commissioner's Office (ICO) if you believe your information has been handled unlawfully.

4. What Personal Data We Collect

We may collect and process the following categories of personal data:

- Identity data (such as your name, title, company name, and job role).
- Contact data (including email address, telephone number, and postal address)
- Recruitment and employment information (such as CVs, employment history, qualifications, references, and right-to-work documentation).
- Technical data (including IP address, browser type, device information, and website usage analytics).
- Marketing and communications preferences.
- Financial and transaction data where relevant to invoicing or contractual arrangements.
- Any other information you voluntarily provide to us through forms, correspondence, or meetings.

5. How We Collect Data

We collect personal data directly from you when you:

- Contact us through our website or by email.
- Subscribe to communications or marketing updates.
- Engage our consultancy services.
- Apply for vacancies or recruitment opportunities.
- Attend meetings, events, or webinars.
- Use our website and associated technologies.

We may also receive information from publicly available sources, professional networking platforms, recruitment partners, references, and other third parties where lawful to do so.

6. Lawful Bases for Processing

We process personal data only where we have a lawful basis under the UK GDPR. These include:

- Performance of a contract.
- Compliance with a legal obligation.
- Legitimate interests pursued by Synergize Consulting Limited.
- Consent, where required.

Where we rely on legitimate interests, we ensure our processing is proportionate and balanced against your rights and freedoms.

7. How We Use Your Data

We may use personal data for the following purposes:

- Providing consultancy and professional services.
- Responding to enquiries and communications.
- Managing client relationships and contracts.
- Recruitment and employment administration.
- Improving our website, services, and user experience.
- Marketing and business development activities.
- Complying with legal and regulatory obligations
- Preventing fraud, cybersecurity threats, and misuse of our systems

8. Marketing Communications

We may send you marketing communications where permitted by law or where you have provided consent. You may opt out of receiving marketing communications at any time by using the unsubscribe link in our emails or by contacting us directly.

In accordance with PECR and updates introduced by the Data (Use and Access) Act 2025,

we maintain appropriate transparency and opt-out mechanisms for electronic communications and cookie technologies.

9. Cookies and Website Technologies

Our website may use cookies and similar technologies to improve functionality, analyse traffic, and personalise content.

Certain low-risk cookies may be used without explicit consent where permitted under UK law, including recent amendments introduced through the Data (Use and Access) Act 2025. Where consent is required, users will be presented with a cookie consent mechanism allowing them to manage their preferences.

You may also manage cookies through your browser settings.

10. Automated Decision-Making

Synergize Consulting Limited does not ordinarily make decisions based solely on automated processing that produce legal or similarly significant effects. Where automated tools are used to support operational or recruitment processes, meaningful human oversight will be maintained in accordance with UK GDPR and the Data (Use and Access) Act 2025.

11. Data Sharing

We do not sell personal data.

We may share personal information with:

- Professional advisers, auditors, and insurers.
- IT service providers and cloud hosting partners.
- Recruitment partners and background screening providers.

- Regulators, courts, law enforcement agencies, or government authorities where legally required.
- Other trusted suppliers or contractors acting on our instructions

All third parties are required to process personal data securely and in accordance with applicable law.

12. International Transfers

Where personal data is transferred outside the United Kingdom, we will ensure appropriate safeguards are in place, including the use of adequacy regulations, International Data Transfer Agreements (IDTAs), or other legally recognised transfer mechanisms.

13. Data Security

We implement appropriate technical and organisational security measures designed to protect personal data against unauthorised access, loss, misuse, alteration, or disclosure.

Access to personal data is restricted to individuals who have a legitimate business need to access it.

14. Data Retention

We retain personal data only for as long as necessary to fulfil the purposes for which it was collected, including satisfying legal, regulatory, accounting, or reporting requirements.

Retention periods may vary depending on the nature of the data and the purpose of processing.

15. Your Rights

Under UK data protection law, you may have the right to:

- Access your personal data.
- Request correction of inaccurate information.
- Request erasure of your data.
- Restrict or object to processing.
- Request transfer of your personal data.
- Withdraw consent where processing relies on consent.
- Complain directly to us regarding data protection concerns

In accordance with the Data (Use and Access) Act 2025, Synergize Consulting Limited maintains procedures for handling privacy complaints and requests in a timely and transparent manner.

16. Children's Data

Our services and website are not directed at children under the age of 13. We do not knowingly collect personal information from children without appropriate consent and safeguards.

17. Third-Party Websites

Our website may contain links to third-party websites or services. We are not responsible for the privacy practices or content of those external websites.

18. Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect legal, technical, or operational changes. The latest version will always be published on our website together with the effective date.

19. Governing Law

This Privacy Policy shall be governed by and interpreted in accordance with the laws of England and Wales.

Effective Date: May 2026

Jurisdiction: England and Wales