# KJN Services Ltd--Privacy Policy

#### Who we are

At KJN Services Ltd, we are committed to maintaining the trust and confidence of our customers. We will not share your data with any third parties. Our Privacy Policy provides information on when and why we collect your personal information, how we use it, and how we keep it secure.

### Website Cookies

Our website uses cookies to collect information including information about pages and products viewed and the customer journey around our website.

# Google Analytics

When someone visits www.kjn.co.uk we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

#### Wifi

When you use KJN Services Guest Wi-Fi we may collect data about:

- a) your device;
- b) the volume of data which you use;
- c) the websites and applications which you access; and
- d) your usage by access time, frequency and location.

## Mailing Lists

When you register for our monthly e-newsletter we collect personal information. We use that information for a couple of reasons: to tell you about stuff you've asked us to tell you about; to contact you if we need to obtain or provide additional information; to check our records are correct and to check every now and then that you're happy and satisfied. We don't rent or trade email lists with other organisations and businesses.

We use a third-party provider, MailChimp, to deliver our newsletter. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter. For more information, please see <a href="MailChimp's Privacy Policy">MailChimp's Privacy Policy</a>. You can unsubscribe to general mailings at any time by clicking the unsubscribe link at the bottom of any of our emails or by emailing <a href="Vanessa King">Vanessa King</a>, our data protection officer.

## Third Parties

We do not share personal information with third parties.

## Access to your personal information

You are entitled to view, amend, or delete the personal information that we hold. Email your request to our data protection officer Vanessa King.

### Changes to this Privacy Policy

We review our policy regularly. It was last reviewed in June 2022