



PRIVACY NOTICE

AJA Europe Ltd is a UKAS Accredited Certification Body offering auditing and Certification services across a range of International Management System Standards, in countries around the globe.

This Privacy Policy explains how we use any personal information we collect from you during the Certification process, from Application through to Certificate Issue.

What information do we collect about you?

During the Application process we collect information about your organisation to enable us to determine our capability to deliver Accredited Certification in line with the requirements of International Management System Standards, at this point the only personal information collected will be:

- Name
- Address
- Email
- Telephone number

During the Auditing process we are required to record the names and positions of personnel in attendance at the Opening and Closing Meetings.

How will we use the information about you?

The information you provide us is only used to allow AJA Europe to contact you during the Certification Process and this information is only available to AJA Europe's Accreditation Bodies, during their annual compliance audits. These Accreditation Bodies ensure confidentiality through strict 'Non-Disclosure' agreements.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all your personal information, please email or write to us at the following address.

We want to make sure that your personal information is accurate and up to date, and you may ask us to correct or remove information you think is inaccurate, again contact us at the address below.

Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on our corporate website

How to contact us

Please contact us if you have any questions about our privacy policy or information, we hold about you:

Email: k.bashar@ajaeurope.eu

Or write to us at: AJA Europe Ltd, Unit 5 Middle Bridge Business Park, Bristol Road, Portishead BS20 6PN