



## **Privacy Policy**

Amybrooks Ltd is a private limited company registered in Nigeria. You can find our registered company information in the About Us section of this policy and contact details on the Contact Us page of our website.

We operate as a consulting company, providing guidance and information to individuals and companies intending to undertake overseas education or work opportunities. Depending on who you are, we may collect, process and share information about you, some of which could be sensitive personal information.

## **How we will use your information**

Amybrooks will use your information to support your application to work or study abroad. We will ask you to provide information directly and will obtain information about you from other sources, such as (but not limited to) your employers. We will combine this information to form a detailed picture of you to help determine your suitability.

We may also gather information about you to help answer a question you may have about our services or about working with us.

We would also like to keep your information on file to help support our marketing activities and to forward details of future opportunities to you. If you decide at any time that you would not like your information to be used in this way, please send an email to [info@amybrooksltd.com](mailto:info@amybrooksltd.com) and let us know.

## **Sharing your information with others**

We will share your information with others when required to do so by law, to help ensure the safety of vulnerable children or adults, or to support the process of placing you in a job or school with one of our clients.

We will also pass limited information about you, such as your name, and contact details, to other companies we work with to allow us to process the services you required.

We will never sell your information to anyone or share it in a way not described in this notice without your permission.



## **Information Security**

We take our responsibilities to protect your privacy very seriously. Technical safeguards, such as firewalls, antivirus software, and data encryption are used to help ensure that your information is kept safe and only disclosed to people who are authorised to view it. Where we are required to share your information with third parties, we will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information and we will try and ensure that we only share it in ways that are secure, such as by encrypted email, or by using recorded post.

Unfortunately, information you submit online via our website, or share with us by email, can never be 100% secure. Any information you share in this way is communicated at your own risk. Where we provide you with a secure area of our websites protected by username and password you are required to keep those details confidential. Please do not share your password with anyone, including members of our staff. We will never ask you to share your password with us.

## **Visiting our websites and the use of Cookies**

You can visit and browse our websites without disclosing any personal information about yourself. Our websites use cookies, which are small files of letters and numbers that are stored on your computer if you agree. They help us distinguish you from other visitors to our website to help us provide you with a good experience when you browse our website and help us to improve it.

Some of the cookies we use are analytical cookies that allow us to count the number of people who visit our website and see where they are visiting from. We use Google Analytics to help us do this.

## **Third Party Websites**

Our website may contain links to other sites. We are not responsible for the privacy policies or practices of third-party sites. If you follow a link to any other sites, please note that such sites have their own privacy policies and that we do not accept any responsibility or liability for their policies. Please check their policies before you submit any information to such sites.

## **Your right to a copy of the information we hold about you**

You have the right at any time to request a copy of the information we hold about you. If you would like to do so, please write to us at the address below and include a cheque for £10 made payable to Amybrooks Ltd, which is an administrative fee to help cover our costs. We will respond to you within 40 days of receiving your request.

Data Subject Access Request

Amybrooks Ltd



90, 693 St., 69 Rd., Gwarimpa, Abuja.

## **Disposing of your information once we have finished with it**

We will only keep your personal information for as long as is required of us by law, or as long as is needed to legitimately support our business activities. We will only keep as much information about you as is required and will securely destroy any personal information about you when we have finished using it. In most circumstances we will destroy the personal information we hold about you 10 years from the last date you worked with us.

## **About Us**

Amybrooks is a trading name of Amybrooks Limited, a Limited Company registered in Nigeria, with registered company number RC1590551. Our registered offices are at 90, 693 St., 69 Rd., Gwarimpa, Abuja, and MK10 9RF, Milton Keynes, England.

## **Contact**

If you have any questions about this policy or if you wish to make a complaint about how we have used your personal information, please contact us by email at [info@amybrooksltd.com](mailto:info@amybrooksltd.com). If you are not satisfied with how we handle your complaint, you are able to make a complaint to the Information Commissioner at:

Head Office

Amybrooks Limited

90, 693 St., 69 Rd., Gwarimpa, Abuja.

Web: [www.amybrooksltd.com](http://www.amybrooksltd.com)

Email: [info@amybrooksltd.com](mailto:info@amybrooksltd.com)

Mobile: +234-(0)8136941313

Tel: +44-(0)3330506343