



## PNJ Living Web Site Privacy & Cookies Policy

At PNJ Living, we are committed to safeguarding your personal information and ensuring its security. This Privacy & Cookies Policy document outlines how we collect, use, and protect your data in accordance with the General Data Protection Regulation (GDPR) and other relevant data protection laws.

### Purpose Of This Document

We are responsible for determining how your personal information is handled. Under data protection regulations, we must provide you with details about how we process your data. This notice is not part of any contractual agreement for services, and we may update it as necessary. Please read this notice alongside any other specific privacy notices we may provide when collecting or processing your personal data.

### Consent to Data Processing

To comply with GDPR and ensure the lawful processing of your data, we require your consent to store and process your personal information for the purposes outlined below.

### Information We Collect

The PNJ Living web site only uses cookies to store the required information when you:

- Complete A Contact Form

We collect information from you when you fill out our forms and submit details through our website.

### What Are Cookies And How Do They Work?

Cookies, also known as HTTP cookies, web cookies, or browser cookies, are small bits of text sent from a web site and stored in a user's web browser when you visit a web site. Web site retrieves information stored in the user's web browser cookies to allow the web site recognizes the user while browsing the website.



### Information We Stored In Our Website Cookies

PNJ Living web site only uses cookies to store the required information, including (but not exclusively):

- User Account Name
- User Account Type
- Session IDs

As part of the standard format of cookies, cookies may also contain the following information:

- Domain of the web site
- Cookie Name
- Cookie Value
- Cookie Path
- Cookie Expiry / Max-Age
- Size of the Cookie
- Secure attribute

All data stored within cookies are fully encrypted with our in-house encryption method to ensure any information retrieved from the cookies cannot be translated to any useful information even if they are retrieved from the cookies.

Cookies used in PNJ Living web site do not gather or store personal information about the user that could be used for marketing or remembering user's preferences while the user is browsing this web site.

### Data Access And Sharing

It is our policy that all cookies information stored within this web site **DO NOT** be shared with any third party, and solely be used to store essential required information for the purpose of this web site's operations.

### Data Storage And Retention

Your personal information is securely stored and retained only for as long as necessary to fulfil its intended purpose or as required by law. Retention periods are determined based on:

- The type and sensitivity of the data
- Potential risks associated with unauthorized usage or disclosure
- Legal and regulatory requirements



## Data Security

In order to ensure all information are stored securely on user's web browser, PNJ Living web site do not store any sensitive data or information about the user. The cookies used by PNJ Living web site only store information that are required and essential for the operation of this web site. The user account information stored within this web site's cookies is also encrypted with our in-house encryption to provide an additional level of security of the user's information.

## Legal Basis for Data Processing

We process your personal data in the following circumstances:

- To fulfil a contractual obligation with you.
- To send emails related to your order, inquiries, or services provided by PNJ Living
- To distribute newsletters about developments in immigration services and related matters.
- To follow up on inquiries made via live chat, email, or phone.
- To comply with legal requirements.
- Where necessary for our legitimate interests, provided they do not override your fundamental rights.

All data stored within the PNJ Living web site is protected in the UK by the Data Protection Act 1998, and it is our policy to ensure the protection of all data, including personal information, from unauthorized usage and access. The Data Protection Act 1998 provides that the information which we hold should be processed fairly and lawfully, should be accurate, relevant and not excessive, not be retained for longer than is necessary and, if applicable, be kept up to date. For more information on the Data Protection Act 1998 and your related rights please see [www.ico.gov.uk](http://www.ico.gov.uk).

## Your Rights Under GDPR

You have the right to:

- Access your personal data.
- Request correction of inaccurate or incomplete data.
- Request deletion of your data.
- Restrict or object to data processing.
- Request data portability.
- Withdraw consent for data processing where applicable.

If you believe your rights have been violated, you may file a complaint with the Information Commissioner's Office (ICO).