

AJR FACILITIES CONSULTANCY LTD

St Julians, Lennox Terrace, Huntly, Aberdeenshire AB54 8HG

PRIVACY NOTICE

AJR Facilities Consultancy Ltd is committed to protecting personal information and being transparent about how it is used. This privacy notice explains what personal data the company collects, why it is used, the lawful basis for using it, who it may be shared with, how long it is kept, and the rights individuals have under UK data protection law.

AJR Facilities Consultancy Ltd is operated by its sole director and has no employees. The company is the controller for the personal data it decides to collect and use in the course of providing consultancy services and managing business relationships.

Contact details

Data protection enquiries, requests or complaints should be sent to the Director, AJR Facilities Consultancy Ltd, St Julians, Lennox Terrace, Huntly, Aberdeenshire AB54 8HG. The company can also be contacted by telephone on 01253 336036.

What personal data is collected

The company may collect and use names, job titles, business contact details, correspondence, enquiry details, contract and project information, meeting notes, supplier and contractor information, payment and accounting information, and records needed to manage services, legal obligations, insurance, complaints or business administration.

Personal data is usually collected directly from the individual, client, contractor, supplier or professional contact. It may also be received from organisations involved in a project, referral, contract, enquiry or business relationship.

Why personal data is used and lawful basis

Personal data is used to respond to enquiries, provide consultancy services, manage client and contractor relationships, prepare and perform contracts, issue invoices, maintain business records, comply with legal and regulatory obligations, protect legal rights, maintain insurance and improve the company's services.

The lawful bases relied on may include contract, legal obligation, legitimate interests and, where appropriate, consent. The company's legitimate interests include operating and developing the business, communicating with clients and contacts, managing projects, protecting its legal position, maintaining records and ensuring service quality.

Who personal data may be shared with

Personal data may be shared with clients, contractors, suppliers, professional advisers, insurers, accounting or payment providers, IT and cloud service providers, regulators, public authorities or other organisations where this is necessary for service delivery, business administration, legal compliance, insurance, dispute resolution or the protection of rights.

International transfers

The company aims to store personal data within the UK or European Economic Area where practicable. If personal data is transferred outside the UK, the company will take reasonable steps to ensure that appropriate safeguards are in place, such as adequacy arrangements or suitable contractual protections.

How long personal data is kept

Personal data will be kept only for as long as necessary for the purposes for which it was collected, including any legal, accounting, insurance, contractual or dispute-related requirements. When information is no longer needed, it will be deleted, anonymised or securely destroyed.

Individual rights

Individuals have rights under data protection law, including the right to be informed, to access personal data, to request correction, deletion or restriction, to object to certain processing, to data portability where applicable, and to withdraw consent where consent is relied on. These rights are subject to legal conditions and exemptions.

Complaints and review

Any concern, complaint or request about personal data should be raised with the Director using the contact details above. The company will acknowledge and consider data protection complaints promptly and will keep appropriate records. Individuals also have the right to complain to the Information Commissioner's Office if they are unhappy with how their personal data has been handled.

This privacy notice will be reviewed at least annually, and sooner if there are changes to the law, ICO guidance, company activities, systems, suppliers or the way personal data is used.

A handwritten signature in black ink, appearing to read 'Riach', with a large, stylized initial 'R'.

Alexander Riach
Director

6 July 2026