

# About First Gate Solutions

At First Gate Solutions, we empower businesses to achieve their strategic goals and optimise their operations. We provide bespoke solutions tailored to your unique needs, ensuring

sustainable growth and enhanced efficiency.

Our approach is built on a foundation of partnership, expert guidance, and a commitment to driving tangible results for our clients.

#### Who We Are

First Gate Solutions

Company Registration Number: N/A

Correspondence address: 17 Church Gate, Loughborough, LE11 1EU

Email: info@firstgatesolutions.com

## **What This Policy Covers**

This Privacy Policy explains how we collect, use, and protect your personal information when you interact with us, either through our website or in the course of our business activities.

### **What Information We Collect**

We may collect and process the following personal data:

- Your name
- Your email address
- Your phone number
- Details you provide when contacting us or using our services
- IP address and website usage data (via cookies see below)

#### **How We Collect Your Data**

We collect personal data:

When you fill in a contact form on our website

- When you contact us by email or phone
- Through cookies and similar technologies when you use our website

#### **How We Use Your Data**

We use your data to:

- Respond to your enquiries
- Provide our services to you
- Maintain business records
- Comply with legal obligations
- Improve our services and website

Our lawful bases for processing your personal data include:

- Your consent
- The performance of a contract
- Compliance with legal obligations
- Our legitimate business interests

#### **How We Share Your Data**

We do not sell or trade your personal data.

We may share data with trusted service providers (such as IT support or web hosting) only as necessary and under appropriate data protection agreements.

## **How We Store & Protect Your Data**

Your personal data is stored securely on password-protected systems and devices. We regularly review and update our security practices to ensure your data is protected.

#### **Data Retention**

We retain personal data only for as long as necessary to fulfil the purposes for which it was collected and to comply with legal, accounting, or reporting requirements.

# **Your Rights**

You have the right to:

- Access the personal data we hold about you
- Request correction of inaccurate data
- Request deletion of your data

- Restrict processing of your data
- Object to processing
- Lodge a complaint with the UK Information Commissioner's Office (ICO): www.ico.org.uk
- To exercise your rights, contact us at: contact@iasquaredgroup.org

### Cookies

Our website may use cookies to enhance your browsing experience and collect usage data (e.g. via Google Analytics).

You can manage your cookie preferences through your browser settings.

# **Contact Us**

If you have any questions about this Privacy Policy, or about how we handle your personal data, please contact:

Email: info@firstgatesolutions.com

Correspondence Address: 17 Church Gate, Loughborough, LE11 1EU