

Website Privacy Policy

How we collect and use personal information through jojeprojects.com

Effective date: 3 September 2026

Data controller: JOJE Projects Limited | Company number 12465322

Drafting basis. This policy assumes the website uses enquiry forms, ordinary hosting and security logs, optional analytics cookies, business-development communications and occasional recruitment contacts. The publication checklist identifies the website-specific facts and suppliers that must be confirmed before this policy goes live.

1. Who we are and when this policy applies

JOJE Projects Limited (JOJE, we, us or our) is the controller responsible for personal information handled through jojeprojects.com (the Site) and through related enquiries, business-development, consultancy, training and recruitment communications.

We are registered in England and Wales under company number 12465322. Our registered office is 17 Grindlow Street, Manchester, M13 0LA. Our privacy contact is admin@jojeprojects.com.

This policy applies to Site visitors, prospective and current clients, learners and delegates, representatives of customer or supplier organisations, professional contacts, job applicants and other people who communicate with us. A separate notice or contract may provide additional information for a specific service, event, training programme, employee or contractor relationship.

2. Personal information we collect

Identity and contact information: name, title, organisation, job role, postal address, email address, telephone number and preferred contact method.

Business and professional information: employer, sector, professional profile, qualifications, experience, training needs, project responsibilities and business interests.

Enquiry and service information: the content of enquiries, project requirements, proposals, meeting notes, correspondence, course or event choices, attendance and feedback.

Transaction and administration information: quotations, purchase orders, invoice and payment status, billing contact details and records required for accounting. We do not intend to store full payment-card details on the Site; payment providers process those details under their own notices where applicable.

Technical and usage information: internet protocol address, browser and device type, operating system, time zone, referring pages, pages viewed, approximate location derived from an IP address, cookie identifiers and security logs.

Marketing information: subscription choices, consent and objection records, communication preferences and engagement with emails or Site content.

Recruitment information: CV, employment history, qualifications, right-to-work information, references, interview notes and other information supplied in connection with a role or assignment.

Media and testimonial information: name, role, organisation, image, voice, video and comments where you agree that we may publish them.

Please do not send health information, ethnicity, religious beliefs, trade-union information, biometric data, criminal-offence information or other sensitive material through a general Site form unless we specifically request it and explain why it is needed. Where we lawfully need special-category or criminal-offence data, we will identify an additional legal condition and apply appropriate safeguards.

3. How we obtain personal information

Most information comes directly from you when you use a form, email or call us, request a quotation, join a meeting, attend training, subscribe to updates, provide feedback or apply for a role.

We may also receive professional contact and business information from your employer or colleague, a referrer, an event or training partner, an accreditation or examination body, a supplier, or publicly available professional sources such as a company website, Companies House or a professional-networking profile. When information comes from another source, the categories are normally identity, contact, role, employer and relevant professional information.

Technical information is collected automatically by our hosting, security and analytics technologies when you use the Site, subject to your cookie choices.

4. Why we use personal information

The table summarises our main processing activities. More than one lawful basis may apply where the purposes are genuinely different.

Activity	Information used	Lawful basis and retention
Enquiries and proposals	Identity, contact, professional, enquiry and communication information.	Steps requested before a contract; and legitimate interests in responding, assessing opportunities and managing relationships. Normally kept for 24 months after the last meaningful contact if no contract follows.
Consultancy, training and client administration	Identity, contact, professional, service, attendance, project, contract and communication information.	Contract; steps before contract; legal obligations; and legitimate interests in delivering, documenting and improving services. Core records normally kept for seven years after the engagement ends.
Billing, payments and accounting	Contact, billing, purchase-order, invoice, payment-status and transaction information.	Contract and legal obligations, including tax and accounting requirements. Normally kept for seven years after the relevant financial year or engagement.
Marketing and professional updates	Identity, contact, organisation, role, preferences, consent and engagement information.	Consent where required by electronic-marketing rules; otherwise legitimate interests in relevant business-to-business marketing. Active marketing records are reviewed after 24 months of inactivity; minimal suppression records are kept to respect opt-outs.
Site operation, security and fraud prevention	Technical, device, server-log, usage and communication information.	Legitimate interests in providing, protecting and diagnosing the Site; and legal obligations where applicable. Routine logs are normally kept for up to 12 months, with relevant incident records kept longer where necessary.
Analytics and non-essential cookies	Cookie identifiers, device, approximate location and Site-usage information.	Consent. Cookie and analytics retention follows the Cookie Policy and provider settings, normally no longer than 14 months unless a shorter period is configured.
Recruitment and supplier relationships	Identity, contact, professional, CV, qualification, reference, assignment and communication information.	Steps before contract; legal obligations; and legitimate interests in recruitment and supplier management. Unsuccessful applications are normally kept for six months; appointed-worker

		and supplier records follow the applicable personnel or contract schedule, usually up to seven years.
Testimonials and authorised media	Name, role, organisation, quotation, image, audio or video and permission records.	Consent or an agreed release, with legitimate interests in keeping evidence of permission. Public material is used for the agreed period and removed from active channels after consent is withdrawn where withdrawal applies; permission records may be retained for up to six years.
Legal rights and compliance	Any information reasonably relevant to a complaint, dispute, insurance matter, audit, regulatory request or legal claim.	Legal obligations and legitimate interests in establishing, exercising or defending legal rights. Kept for the relevant statutory, regulatory or limitation period, normally up to seven years and longer only where required.

Where we rely on legitimate interests, those interests include responding to business enquiries, managing professional relationships, operating and securing the Site, preventing misuse, improving services, maintaining appropriate records and promoting relevant services to business contacts. We consider the necessity and potential impact on individuals and do not use legitimate interests where your rights and interests override ours.

If we ask for information to enter into or perform a contract, failure to provide required details may mean that we cannot prepare a proposal, confirm a booking or provide the requested service. Optional fields will be identified where practical.

5. Marketing communications

We may send service-related messages where needed to deal with an enquiry or administer a contract. Those messages are not marketing.

For marketing emails, texts or similar electronic messages to individuals, sole traders and certain partnerships, we will obtain consent unless a lawful existing-customer exception applies. We may send relevant business-to-business communications to corporate contacts where permitted, based on our legitimate interests, while respecting objections and applicable electronic-marketing rules.

Every electronic marketing message will identify us and provide a simple method to unsubscribe. You can also opt out at any time by emailing admin@jojeprojects.com. We may retain a minimal suppression record so that we do not contact you again against your wishes.

6. Cookies and similar technologies

The Site may use strictly necessary technologies for functions such as security, network management and remembering privacy choices. It may also use analytics, media or other non-essential technologies only where permitted by your consent choices.

Our separate Cookie Policy should list each cookie or similar technology, its provider, purpose and duration. You can use the Site's privacy controls to accept, reject or change non-essential cookie choices. Withdrawing consent does not affect processing that was lawful before withdrawal.

7. Who we share information with

We do not sell personal information. We disclose it only where reasonably necessary for the purposes described in this policy, including to the following categories of recipient:

Technology providers: website hosting, security, cloud storage, email, communications, customer-management, analytics and support providers.

Delivery partners: approved trainers, consultants, subcontractors, venues, accreditation or examination bodies and event partners where needed for the service you request.

Business administration providers: banks, payment providers, accountants, auditors, insurers, legal advisers and other professional advisers.

Authorities and legal recipients: regulators, courts, law-enforcement bodies, tax authorities or other recipients where disclosure is required or permitted by law.

Corporate transaction recipients: a genuine prospective buyer, investor, funder or adviser involved in a restructuring, investment, sale or transfer, subject to appropriate confidentiality and data-protection safeguards.

Service providers acting for us are required to use personal information only for authorised purposes, protect it appropriately and comply with applicable data-protection obligations.

8. International transfers

Some technology or professional-service providers may process information outside the United Kingdom. Where a restricted transfer occurs, we use a lawful transfer mechanism, such as UK adequacy regulations, the UK International Data Transfer Agreement, the UK Addendum to approved standard contractual clauses, or another safeguard permitted by UK data-protection law.

You may contact admin@jojeprojects.com for further information about the relevant transfer mechanism and how to obtain a copy of applicable safeguards, subject to necessary redactions for confidentiality and security.

9. Security

We use proportionate technical and organisational measures designed to protect personal information against accidental or unlawful loss, misuse, alteration, disclosure or access. Measures may include access controls, secure configuration, encryption where appropriate, backups, supplier due diligence and staff or contractor confidentiality requirements.

No internet service is completely secure. Please do not send passwords, payment-card details or highly sensitive project information through a general enquiry form. Contact us if you need an agreed secure transfer method.

10. Retention

The activity table gives our normal retention periods. We may keep information for a shorter or longer period where the amount, nature and sensitivity of the information, the purpose, security risk, contractual commitments, legal obligations or a live complaint or claim justify it. At the end of the applicable period, we delete, anonymise or securely archive the information in accordance with our retention process.

11. Your data-protection rights

Depending on the circumstances and lawful basis, you may have the following rights:

Access: ask for confirmation that we use your personal information and receive a copy with related information.

Correction: ask us to correct inaccurate information or complete information that is incomplete.

Erase: ask us to delete information in circumstances where the law provides this right.

Restriction: ask us to restrict how we use information in certain circumstances.

Portability: receive certain information you provided in a structured, commonly used and machine-readable format, or ask us to transfer it where technically feasible.

Objection: object to processing based on legitimate interests and object at any time to direct marketing.

Withdraw consent: withdraw consent at any time where consent is our basis, without affecting earlier lawful processing.

Automated decisions: receive protections where a decision with legal or similarly significant effects is made solely by automated means.

Your right to object: You can object at any time to the use of your personal information for direct marketing. You may also object to processing based on legitimate interests; we will stop unless we demonstrate compelling legitimate grounds or need the information for legal claims.

To exercise a right, email admin@jojeprojects.com. We may ask for information needed to confirm your identity and understand the request. Rights are not absolute, and lawful exemptions may apply. We normally respond within one month and do not charge a fee unless a request is manifestly unfounded or excessive, as permitted by law.

12. Automated decision-making

We do not currently use personal information collected through the Site to make decisions based solely on automated processing that produce legal or similarly significant effects. If this changes, we will provide the information and safeguards required by law before carrying out that processing.

13. Children

The general Site is not designed for children under 16 to submit information independently. If JOJE offers a programme specifically involving children or young people, we will provide age-appropriate privacy information and obtain parent or guardian involvement where appropriate and required.

14. Third-party websites

The Site may link to websites or services operated by other organisations. Their privacy practices are governed by their own notices. We encourage you to read those notices before providing personal information.

15. Changes to this policy

We may update this policy to reflect changes in law, guidance, Site technology or our services. The current version will be posted on the Site with its effective date. We will provide a more prominent notice where a change materially affects how we use personal information.

16. Contact and complaints

Questions, concerns and rights requests should first be sent to admin@jojeprojects.com or posted to JOJE Projects Limited, 17 Grindlow Street, Manchester, M13 0LA.

You also have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority. Information about making a complaint is available at ico.org.uk/make-a-complaint. We would appreciate the opportunity to address your concern first, but this does not restrict your right to contact the ICO.