

# Privacy Policy



Last updated: January 2026

This Privacy Policy explains how your personal data is collected, used, and protected when you use this website or contact me.

I am committed to protecting your privacy and handling your data transparently, securely, and in line with UK data protection law.

## 1. Who I am

Name: Amanda Bueno de Mesquita

Business name: Amanda Bueno

Email: amanda@amandabueno.co.uk

I am the Data Controller for the purposes of the UK General Data Protection Regulation (UK GDPR).

## 2. What information I collect

I may collect the following personal information:

- Name
- Email address
- Telephone number
- Organisation name (if relevant)
- Any information you choose to share via contact forms or messages

I do not collect sensitive personal data unless you choose to provide it and it is relevant to your enquiry.

## 3. How your information is used

Your information is used only to:

- Respond to enquiries
- Communicate with you about services
- Arrange or deliver professional work
- Meet legal or professional obligations

Your data is never sold or shared for marketing purposes.

## 4. WhatsApp & Communication

If you choose to communicate via WhatsApp:

- Communication is usually one-to-one only
- Your number is visible to others
- Broadcast lists do not reveal recipients
- You may opt out at any time

All communication is handled in line with GDPR principles.

## 5. Lawful basis for processing

Your data is processed under:

- Consent
- Legitimate interest

- Contractual necessity
- Legal obligation

## 6. How your data is stored

- Data is stored securely
- Access is restricted
- Digital data is password protected
- Data is retained only as long as necessary

## 7. Sharing your data

Your data is not shared unless:

- You give explicit consent
- Required by law
- Necessary for professional or legal reasons

## 8. Your rights

You have the right to:

- Access your data
- Request corrections
- Request deletion
- Withdraw consent
- Object to processing
- Lodge a complaint with the ICO

## 9. Cookies

This website may use basic functional cookies.

No tracking or advertising cookies are used without consent.

## 10. Contact

For questions about this policy or your data, contact: [amanda@amandabueno.co.uk](mailto:amanda@amandabueno.co.uk)

This website complies with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.