



## Privacy Policy - Twelve Weeks Limited

### 1. Introduction

This Privacy Policy explains how Twelve Weeks Limited collects, uses, stores, and protects your personal information when you visit [www.12weeks.co.uk](http://www.12weeks.co.uk), contact us, or engage our services.

### 2. Data Controller

Twelve Weeks Limited

22 Terringzean View, Cumnock, KA18 1FB, United Kingdom

Email: [enquiries@12weeks.co.uk](mailto:enquiries@12weeks.co.uk)

### 3. Information We Collect

- Name
- Email address
- Telephone number
- Company name
- Project details
- Website usage data
- IP address and browser information

### 4. How We Use Your Information

- Respond to enquiries
- Deliver services
- Manage projects
- Send marketing communications
- Comply with legal obligations

#### 5. Sharing Information

We may share data with professional advisers, contractors, service providers, and authorities where legally required.

#### 6. Data Retention

We retain personal information only as long as necessary for business and legal purposes.

#### 7. Your Rights

You may request access, correction, deletion, restriction, objection, or portability of your personal data.

#### 8. Cookies

Our website may use cookies and similar technologies. A separate Cookie Policy may apply.

#### 9. Contact Us

Twelve Weeks Limited

Email: [enquiries@12weeks.co.uk](mailto:enquiries@12weeks.co.uk)