Privacy Notice

BEBA GROUP LTD

Last updated: 28 October 2026 · Version 1.2

1. Who we are

BEBA GROUP LTD ("BeBa Group", "we", "us", "our") is a digital solutions agency based in Boston, Lincolnshire. We provide website design and development, marketing, Microsoft 365 cloud solutions, and IT connectivity services.

Company name	BEBA GROUP LTD
Registered in	England and Wales
Company number	16456618
Registered office	Unit 1A Cowbridge Business Park, Boston, PE22 7DJ
Website	beba-group.co.uk
Email	info@beba-group.co.uk
Telephone	01205 355454
ICO registration number	ZC108453

We are the data controller for the personal data described in this notice. That means we decide what personal data is collected and what happens to it.

We have not appointed a statutory Data Protection Officer, as we are not required to. Questions about this notice or about your personal data should go to the contact details above.

2. What this notice covers

This notice explains how we handle personal data when you:

- visit beba-group.co.uk
- contact us with an enquiry, by any route
- become a client, or work for one of our clients as a contact
- supply goods or services to us
- follow or interact with us on social media

When we handle data on behalf of a client

Some of our services — particularly Microsoft 365 migrations, cloud administration and ongoing IT support — mean we handle personal data belonging to our clients' own staff, customers or contacts.

In those situations we are a data processor, not the controller. We act only on the client's documented instructions, and the arrangement is governed by our contract with that client, including a data processing agreement setting out our obligations under Article 28 of the UK GDPR.

If your data has been given to us by a business you deal with, that business is the controller and you should contact them in the first instance.

3. The personal data we collect

3.1 When you contact us

Our contact form, and our published email address and telephone number, let you get in touch. When you do, we collect:

- your name
- your email address
- your telephone number, if you give it
- your company or organisation, if you give it
- whatever you choose to tell us in your message

Enquiries are sent to our info@beba-group.co.uk mailbox, which is hosted on Microsoft 365 and accessible to the members of our team who handle new enquiries. The form does not keep a copy of your message on the website itself — nothing is stored in the website's database.

Our contact form is protected from spam by Google reCAPTCHA, which only loads once you have accepted cookies (see Section 6). If you would rather not accept cookies, you can still contact us by email or telephone using the details in Section 1.

We only ask for what we need in order to reply sensibly. Please don't send us sensitive information — health details, financial account details, or anything confidential — through the website form.

3.2 When you become a client

If you engage us, we collect and hold:

- contact details for the individuals we deal with at your organisation
- billing and payment details
- correspondence and project records
- technical information necessary to deliver the service, such as domain, hosting, mailbox and account details
- credentials and access rights, where you have asked us to administer systems on your behalf

3.3 When you visit our website

Our website runs on WordPress. Like almost all websites, our hosting produces server logs recording your IP address, browser type and version, operating system, the pages you viewed, and the date and time.

We also use Google Analytics to understand how the site is used. See Section 6.

3.4 When you supply us

We hold business contact details, and payment and invoicing information, for our suppliers and subcontractors.

3.5 Marketing

We do not operate a public newsletter or mailing list, and there is no marketing signup on our website. We may occasionally contact existing business clients about services similar to those we have already provided. You can ask us to stop at any time, and we will.

3.6 Data we don't collect

We do not carry out any automated decision-making or profiling that produces legal or similarly significant effects. We do not knowingly collect special category data — such as health, ethnicity, religious beliefs or biometric data — through this website.

4. Where we get it from

Mostly from you directly. We may also obtain business contact details from:

- publicly available sources such as Companies House, LinkedIn and company websites
- referrals from existing clients or partners
- our clients, where we are providing a service to them

5. Why we use your data, and our legal basis

Under UK data protection law we must have a valid lawful basis for each use of personal data.

What we do	Personal data used	Lawful basis
Respond to your enquiry and discuss whether we can help	Name, contact details, message content	Steps prior to a contract at your request. Where no contract is contemplated, our legitimate interests in responding to people who contact us.
Deliver the services we have agreed	Client contact, billing, project and technical data	Contract
Administer systems on your behalf, including Microsoft 365	Account and access data	Contract
Send invoices and take payment	Billing details	Contract, and legal obligation for record-keeping
Keep accounting and tax records	Transaction records	Legal obligation (Companies Act 2006 and HMRC requirements)
Keep the website secure and prevent abuse	IP address, server logs	Legitimate interests in protecting our systems and our users
Protect our contact form from spam using Google reCAPTCHA	reCAPTCHA data — see Section 6	Consent for the cookies and similar technologies reCAPTCHA uses, given through our cookie banner

What we do	Personal data used	Lawful basis
Understand how the website is used, so we can improve it	Analytics data — see Section 6	Consent for the cookies and similar technologies, supported by our legitimate interests in improving our website
Contact existing business clients about similar services	Name, email	Legitimate interests, relying on the "soft opt-in" under PECR. You can opt out at any time.
Establish, exercise or defend legal claims	Whatever is relevant	Legitimate interests

Where we rely on legitimate interests, we have considered whether our interest is overridden by your rights and freedoms, and concluded that it is not. You can ask us for details of that assessment, and you have the right to object — see Section 10.

Where we rely on consent, you can withdraw it at any time. Withdrawing consent does not affect anything we did before you withdrew it.

6. Cookies and similar technologies

Cookies are small files placed on your device by a website. Some are necessary for the site to work. Others are not, and under the Privacy and Electronic Communications Regulations (PECR) we must ask your permission before setting those.

When you first visit our site you will be shown a banner allowing you to accept or reject non-essential cookies. Non-essential cookies are not set unless and until you accept them. You can change your choice at any time using the “Manage consent” tab shown at the bottom of every page.

Our Cookie Policy, at beba-group.co.uk/cookie-policy-uk/, lists the individual cookies we use and is kept up to date as our website changes.

Strictly necessary — no consent required

Purpose	Set by
Keeping the site working, remembering your cookie choice, and basic security	Our website (WordPress)

Spam protection — consent required

Purpose	Set by
Protecting our contact form from automated abuse	Google reCAPTCHA

reCAPTCHA is a Google service, and Google receives information about your device and your visit when it loads. We therefore only load it once you have accepted cookies. Until then, the contact form shows a short message in its place, and you can still reach us by email or telephone.

Analytics — consent required

Purpose	Set by
Measuring how many people visit, which pages they read, and how they found us	Google Analytics 4 (measurement ID G-EV4H5XV6NK), deployed via Google Site Kit

Third-party content and services loaded by our site

The following are loaded from third-party servers. This means those providers receive your IP address and basic technical information about your device when a page loads, even if they do not set a cookie.

Service	Provider	What it does
Google Fonts	Google	Supplies the typefaces used on the site
Font Awesome	Fonticons, Inc.	Supplies the icons used on the site
Google Maps	Google	The map embedded on our contact page
SEO tooling	seoplatform.io	Loads a script used to support search engine optimisation on our pages

Your browser also lets you block or delete cookies. Doing so may stop parts of the site working properly.

7. Who we share your data with

We do not sell your personal data. We do not share it for anyone else's marketing.

We share it with the following categories of recipient:

Who	Why
Hostinger	Hosts our website and the data stored on it
Microsoft	We use Microsoft 365 for email, documents and collaboration, including the mailbox that receives website enquiries
Google	Website analytics, fonts, maps and spam protection, as set out in Section 6
Our accountants and professional advisers	Bookkeeping, tax, and legal advice
Payment providers and our bank	Taking and reconciling payment
Subcontractors and partner freelancers	Delivering parts of a project, under confidentiality obligations
Regulators, law enforcement or courts	Where we are legally required to, or to establish or defend legal claims

Everyone who processes personal data on our behalf is bound by contract to keep it secure, to use it only for the purpose we have specified, and to act only on our instructions.

8. How long we keep it

We keep personal data only as long as we need it.

Data	Retention period
Enquiries that don't lead to work	12 months from our last contact with you
Client records and correspondence	Duration of the engagement, then 6 years, to cover the limitation period for contractual claims
Invoices, accounts and tax records	6 full financial years, as required by HMRC and the Companies Act
Credentials and access we hold to administer client systems	Removed promptly when the engagement ends
Website analytics	No more than 14 months
Marketing opt-outs	We keep a suppression record indefinitely, so that we can continue to honour your opt-out
Server and security logs	No more than 30 days

When a retention period ends we delete the data securely, or anonymise it so that it can no longer identify you.

9. Storage, security and international transfers

We take security seriously — it is part of what we sell. Our measures include access controls and multi-factor authentication on our systems, encryption of data in transit, restricting access to those who need it, and keeping our own systems patched and monitored.

No system is perfectly secure, and we cannot guarantee the security of data transmitted to us over the internet. But we do take our obligations seriously, and where the law requires it we will notify you and the Information Commissioner's Office if something goes wrong.

International transfers. Our website is hosted by Hostinger in a United Kingdom data centre, so the data held on the website itself stays in the UK. Some of our other providers — including Microsoft and Google — process data outside the UK, including in the United States. Where personal data leaves the UK, we rely on one of the safeguards permitted by UK data protection law, which will be either:

- an adequacy decision by the UK government covering the destination country, including the UK Extension to the EU–US Data Privacy Framework where the provider is certified under it; or
- the International Data Transfer Agreement, or the UK Addendum to the EU Standard Contractual Clauses.

You can ask us for details of the safeguards applying to a particular transfer.

10. Your rights

Under UK data protection law you have the right to:

- be informed about how we use your data — that is what this notice is for

- access the personal data we hold about you
- have inaccurate data corrected
- have your data erased, in certain circumstances
- restrict how we use your data, in certain circumstances
- portability — receive data you gave us in a machine-readable format, or have it sent to another provider
- object to processing based on our legitimate interests. Where we process for direct marketing, you can object at any time and we must stop.
- withdraw consent at any time, where we rely on consent
- not be subject to solely automated decisions with legal or similarly significant effects. We do not make any.

To exercise any of these, contact us using the details in Section 1. We will respond within one month. That can be extended by up to two further months for complex requests, and we will tell you if that applies.

There is normally no charge. We may ask you to verify your identity before we act, so that we do not disclose your data to the wrong person.

11. Complaints

If you are unhappy with how we have handled your personal data, please tell us first — we would rather put it right.

You also have the right to complain to the Information Commissioner's Office, the UK's data protection regulator:

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Helpline: 0303 123 1113
ico.org.uk

Complaining to the ICO does not affect any other legal remedy available to you.

12. Children

Our website and services are aimed at businesses, not children. We do not knowingly collect personal data from anyone under 13. If you believe a child has provided us with personal data, please contact us and we will delete it.

13. Links to other websites

Our site links to other websites, including our social media profiles on Facebook, Instagram, LinkedIn and TikTok. This notice does not cover those sites. When you follow a link, we suggest you read the privacy notice of the site you land on.

14. Changes to this notice

We review this notice periodically and will update it when our practices change. The version number and date at the top show when it was last revised. Where it is reasonable to do so, we will bring material changes to your attention.

15. Contact us

Email	info@beba-group.co.uk
Telephone	01205 355454
Post	BEBA GROUP LTD, Unit 1A Cowbridge Business Park, Boston, PE22 7DJ