



# A&H IMMIGRATION CONSULTANCY

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## ***Data Protection Policy***

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### **1. Introduction**

A & H Immigration Consultancy Ltd (“we”, “us”, “our”) is committed to ensuring the protection of personal data in accordance with UK data protection laws. A & H Immigration Consultancy is the trading name of A & H Immigration Consultancy Ltd which is registered in England & Wales. Company No: 17134472.

This policy outlines how we collect, use, store, and protect personal data as part of our business operations.

### **2. Purpose**

The purpose of this policy is to ensure that:

- Personal data is processed lawfully, fairly, and transparently
- Data is collected for specified and legitimate purposes
- Data is accurate and kept up to date
- Data is retained only for as long as necessary
- Data is kept secure

### **3. Scope**

This policy applies to all personal data processed by the business, including:

- Client information
- Identification documents
- Immigration records
- Financial information
- Communication records (email, telephone, WhatsApp)

#### **4. Data Protection Principles**

We adhere to the following principles under UK data protection law:

- Lawfulness, fairness, and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

#### **5. Lawful Basis for Processing**

We process personal data under the following lawful bases:

- Contract: to provide immigration advice and services
- Legal obligation: to comply with regulatory requirements
- Legitimate interests: to manage our business operations
- Consent: where required

#### **6. Collection of Data**

Personal data is collected directly from clients and may include:

- Personal identification details
- Contact information
- Immigration history
- Supporting documentation

Data may also be obtained from third parties where authorised.

#### **7. Use of Data**

Personal data is used to:

- Provide immigration advice and services
- Prepare and support applications
- Communicate with clients
- Meet legal and regulatory obligations
- Maintain accurate records

## 8. Data Security

We implement appropriate technical and organisational measures to protect personal data, including:

- Secure cloud storage (e.g. Microsoft OneDrive)
- Password protection and access controls
- Restricted access to authorised individuals only

## 9. Data Sharing

We may share personal data with:

- Relevant government bodies, including the Home Office
- Third parties involved in the client's case
- Service providers (e.g. ID verification services)

All data sharing is carried out securely and only where necessary.

## 10. Data Retention

Personal data is retained in accordance with our Data Retention Policy. Typically, client data is retained for **6 years** from the date a case is closed.

## 11. Data Subject Rights

Individuals have the following rights under data protection law:

- Right of access
- Right to rectification
- Right to erasure (where applicable)
- Right to restrict processing
- Right to object
- Right to data portability (where applicable)

Requests must be made in writing.

## 12. Data Breaches

In the event of a data breach, we will:

- Take immediate steps to contain and assess the breach
- Record the breach internally
- Notify the Information Commissioner's Office where required
- Inform affected individuals where necessary

### **13. Responsibility**

A & H Immigration Consultancy Ltd is responsible for ensuring compliance with this policy.

All data handling must be carried out in accordance with this policy and applicable legislation.

### **14. Policy Review**

This policy will be reviewed periodically and updated where necessary to reflect legal or regulatory changes.

This policy has been reviewed on: 24/07/2026

This policy has been created on: 03/04/2026