

Privacy Policy

Last updated: 4 June 2025

1. Who we are

Kiir Media Ltd (“**Kiir Media**”, “**we**”, “**our**” or “**us**”) is a private limited company registered in England & Wales (Company No. 15543210).

Registered office: 71-75 Shelton Street, Covent Garden, London WC2H 9JQ, United Kingdom.

We provide digital-marketing services and sell downloadable creative assets (templates, PDFs, stock imagery, icons).

2. The personal data we collect

Category	Examples	When collected
Identification & Contact	Name, email address, company, phone, postal address	Contact-form submissions, enquiry calls, client onboarding
Payment & Billing	Invoice address, VAT number, last-four card digits (no full card data)	When you purchase a digital download or pay a service invoice
Usage Data	IP address, browser type, pages viewed, download history	Our website analytics & store platform
Marketing Preferences	Opt-in/opt-out status, email-open data	When you join our mailing list

We do **not** process special-category data (health, biometrics, etc.).

3. How & why we use your data (legal bases)

Purpose	Legal basis (UK GDPR)
Responding to enquiries & providing quotes	Legitimate interest
Fulfilling contracts for services or digital products	Contractual necessity
Processing payments & accounting	Legal obligation
Sending product updates, newsletters or promotions	Consent (you can withdraw at any time)
Site security, fraud prevention & analytics	Legitimate interest

4. Who we share it with

We never sell your data. We pass only what is necessary to these processors, all of whom comply with UK GDPR:

- **Google Workspace** – email + document storage (UK/EU data centres)
- **Stripe** – payment processing
- **Gumroad** (or other storefront) – digital-product delivery
- **Calendly / Google Calendar** – booking calls
- **Accounting platform (Crunch)** – invoicing & statutory accounts
- **Freelance subcontractors** – bound by confidentiality, given data only relevant to a project

If we transfer data outside the UK/EU, we rely on adequacy regulations or Standard Contractual Clauses.

5. Data retention

- **Enquiry emails:** 12 months after last contact if no contract follows
 - **Client project files & invoices:** 7 years (UK tax law)
 - **Mailing-list data:** until you unsubscribe or the list is cleaned (max 2 years of inactivity)
 - **Website analytics:** 26 months (Google Analytics default)
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6. Your rights

Under UK GDPR you can:

- Access the personal data we hold on you
- Correct inaccurate data
- Request deletion or restriction of processing
- Object to processing based on legitimate interests
- Withdraw consent for marketing at any time
- Port data to another provider

Email **hello@kiirmedia.com** or write to the registered office. We respond within 30 days. You can also complain to the UK Information Commissioner's Office (ICO).

7. Cookies

We only use strictly necessary cookies. See our separate **Cookie Policy** for details below.

8. Marketing emails

We will send newsletters or offers only if you have:

1. Explicitly ticked "Subscribe", or
2. Bought a similar product/service and not opted-out (soft opt-in).

Every email includes an **Unsubscribe** link.

9. Changes to this policy

We may update this notice to reflect changes in law or our practices. Significant changes will be announced on our website or via email. The revision date at the top shows the latest version.

10. Contact

Questions, requests or concerns?

Email hello@kiirmedia.com

or write to:

Kiir Media Ltd
71-75 Shelton Street
London WC2H 9JQ
United Kingdom

Cookie Policy

Last updated 4 June 2025

We do not place or use any non-essential cookies on this website.

Kiir Media Ltd (“**we**”, “**our**”, “**us**”) operates **kiirmedia.com** as a lightweight, privacy-first, static site. We deliberately avoid analytics trackers, advertising pixels and social-media embeds that set cookies or create user-profiles.

1. Strictly-necessary cookies

Our pages and contact-form are delivered without login areas or shopping carts, so no first-party cookies are required.

Occasionally a third-party service we use to protect forms (e.g., CAPTCHA) may set a short-lived functional cookie that is **strictly necessary** to distinguish genuine visitors from automated spam. These technical cookies do not collect personal data for any other purpose.

2. No analytics, marketing or personalisation cookies

- We do **not** run Google Analytics, Facebook Pixel or similar tools.
- We do **not** serve personalised ads or track your browsing behaviour across sites.
- We do **not** use cookies for language, theme or preference storage.

3. Embedded content

If you follow links from our site to external services (for example, Calendly booking pages, Gumroad product checkout or a Google Docs privacy policy), those sites may set their own cookies under their respective policies. We have no control over these third-party cookies.

4. How to contact us

Questions about this statement? E-mail **hello@kiirmedia.com** or write to:

Kiir Media Ltd, 71-75 Shelton Street, London WC2H 9JQ, United Kingdom

We review this statement whenever we change our technology stack. Any update will appear on this page and the revision date will change.