

DATA PROTECTION

In accordance to recent changes in EU law and the requirements of the General Data Protection Regulation, we need to reassess how we store, process and manage our personal data. As part of this, we require written confirmation from you, to enable us to continue to store and use your data.

How we Store your Personal Information.

What date of our carers do we have?

We keep your registration form, service agreement and photocopies of all other documents you provided at the time of registration or have submitted to us in a file.

How do we use your data?

We use your personal details such as your name and telephone number to provide you with relevant information you asked us.

Your personal details (original registration form you filled in) are kept securely in our file and only a couple of members of staff have access to them. Your personal details (Registration forms) are available to you at any time.

What personal data of our carers is shared by us with whom?

We share your name and basic information about you to provide suitable advice, information or teacher.

How can you see what information we hold about you?

You can get in touch to ask for a copy of your information in writing. It is your right under the GDPR.

You will need to submit proof of your identity, and the requested data will be supplied to you within 15 working days of your request.

Consent Form

I confirm that I have read the personal information sheet overleaf and have had the opportunity to consider the information, ask questions and have had these answered satisfactorily.

Full Name:

Date:

by signing this document, you are confirming that you consent to us storing and using your details in a safe and secure manner. OR

You can reply to our email address, confirming that you consent to us storing and using your details in a safe and secure manner.