

"Live, Laugh, Learn"

Reviewed September 2022 Review date September 2023

GDPR Statement

Here at Simply Sensory we only collect data for the purpose of keeping you up to date with what services we offer and that you may be interested in. We collect emails and phone numbers as a way to keep in touch and share reports specific to your organisation or child.

We are a small company, only the two business partners Julie Cowpe-Stephens and Helen Dillon have access to this information. Information is shared with staff on a need to know basis following Data Protection guidance.

We do not share this data with third parties and process all our own data. All computers and phones used for emails and information are virus and password protected.

We take security seriously and if there is any breach in our security we would let you know immediately .

Any personal information is shredded when it is no longer needed. Paper files are kept in a locked cabinet at home in our office. Please let us know at any time if you wish to leave our mailing/ contacts list.

If you have any queries please do not hesitate to contact us.

Thank you Helen Dillon and Julie Cowpe-Stephens

Email - simplysensory@outlook.com Visit - <u>www.simplysensorytraining.com</u> Call - Helen on 07934 070741 and Julie 07835 524024