

Data Privacy Policy

All files and details will be stored on a password protected laptop. The only people who will see these files will be Jake Moss-Turner and Sophie Martell.

We are the password holders for the password protected laptop and no other person will have access to.

Any paper forms that we received will be transferred over to the laptop and the paper copy will be destroyed appropriately.

In the events of any data being leaked or we believe they have been compromised, we will inform the clientele and we will also be in contact with the Data Protection Officer immediately that will take control of matters.

All files and data will be protected and will take measurable steps to not allow any data to be leaked.