



## **GDPR Public Statement**

Changes to UK data privacy law are coming into effect on 25 May 2018 under the GDPR which will give individuals additional rights about the way their personal information is collected and used.

We recognise the importance of the personal information we receive from our customers. We take seriously our responsibility to use it appropriately and welcome these additional protections.

We process this personal information primarily to provide services to you. By processing, we mean obtaining, recording, holding and using your data. You may also provide us with personal information about other people. In these instances, we ask that you have their authority to provide this information to us.

We will collect only personal information that you consent to provide, and hold it only on grounds permissible under GDPR; such as your explicit consent, to enter into or preform a contract, to satisfy a legal obligation, to maintain or protect your vital interests, to carry our public tasks or for legitimate business interests.

We will keep your personal information for as long as we provide you with our services and support. We may sometimes be obliged to keep your data for longer for legal, regulatory or other governance reasons.

Our privacy notice is available on our website.

If you would like any more details on our data protection policy please contact our Data Protection Office Simone McCarthy:

[trainingadmin@simplestuffworks.co.uk](mailto:trainingadmin@simplestuffworks.co.uk)

Similarly, if you would like to request any of the data that we hold on you personally, we have subject access request forms that need to be completed and can be obtained from speaking to your Simple Stuff Works Associates adviser or writing to our data protection officer.

Finally, we will endeavour to update you on a regular basis regarding any changes we make to ensure the protection of your data.