Privacy Policy

**Our contact details**

Name: Briony Platt

Address:142 Chorley New Rd, Bolton, BL1 4NX

E-mail: briony@leanintolearning.co.uk

**The type of personal information we collect**

We currently collect and process the following information:

* Name and contact details

**How we get the personal information and why we have it**

All of the personal information we process is provided to us directly by you on our contact form. This allows us to make initial contact with you and subsequent business correspondence.

We will never share this information with any third parties.

You are able to remove your consent for us to hold your contact details at any time. You can do this by contacting briony@leanintolearning.co.uk

**How we store your personal information**

Your information is securely stored.

We keep your contact details for 12 months. If we have not had any contact with you in more than 12 months, your information will be deleted.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at briony@leanintolearning.co.uk if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at briony@leanintolearning.co.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>