



Elevated Aspirations

Easy Read

Public and Website

Privacy Policy



For the full policy please contact us on the details at the bottom of this page

1. What information do we collect about you and why do we do this?

- Name, email address, any personal details of information that you provide to us
- The supplied information will be used to address your query or problem, to contact you, send you information about our services

2. Where do we collect this information from?

- We collect this information from you

3. How will we use this information?

- To address your query or problem, to contact you, send you information about our services

4. How long do we keep your information?

- As long as necessary to address your query or problem
- As long as necessary to have as evidence in having addressed your query or problem

5. Can you see what information we hold about you?

- You have the right to see a copy of the personal information with have about you
- Simply contact us via the details below

6. Can we correct information if you tell us it is wrong?

- Simply contact us via the details below and we'll change your information

7. How do we keep your information secure?

- Printed documents are securely locked away
- Digital information is encrypted and stored on an antivirus & malware protected computer

8. How do we delete your information?

- Paperwork is shredded
- Digital information is digitally shredded or deleted

9. What to do if you think there is a problem with the way we handle your information

- Simply contact us via the details below and we'll address the problem or
- complain to the Information Commissioner's Office (ICO) ico.org.uk/

Please contact us if you have any questions about our privacy notices, the information we hold about you, or how we handle this information:

- by email: admin@elevated-aspirations.co.uk
- by post: Elevated Aspirations, PO Box 60052, London SW16 9FS