



## Privacy Policy

March 2018



Certificate 213268



languageiseverything

Language is Everything Ltd  
Registered in England & Wales No: 03464388

## Privacy Policy

You may wish to access a copy of the personal data we hold about you - known as a Subject Access Request. You can do so by ringing or emailing the Data Protection Officer. We will respond to your Subject Access Request as soon as possible and, in any event, within the statutory 30 days. However, in the event that we need more information from you to verify your identity, which we must do to ensure we disclose your personal data to the right person, the 30-day response period will only commence from the time that we have validated your identity.

If you believe we have made an error as to the personal data we hold about you, please speak to our Data Protection Officer on 01482 971600 who will be able to process the correction for you.

You have the right to request your personal data to be permanently deleted from our records and systems to avoid any further communication with you. Your request will always be considered in light of the legal bases that we hold, store and process your personal data and the purpose that we collected your data. Where the legal bases permits, we will carry out your instruction without undue delay. Please note, however, that where we have a legal or contractual obligation to hold your personal data, we may not be able to carry out your request, but we will explain this fully to you. Please address any request to delete your data to the Data Protection Officer.

Should you believe that we are processing your personal data in a way that you did not understand or agree to and wish to restrict such processing, please speak to the Data Protection Officer who will be able to assist you.

You have the right to object to certain types of processing of your personal data. We will always make it clear at the outset of any new arrangement with you how we are going to process your personal data.

You have the right to be informed about the collection and use of your personal data. This is commonly known as a 'privacy statement' or 'privacy policy'. We will provide you with the information about how we collect and use your data in various means, such as by notice provided to you at the time of collecting your personal data and via this Privacy Policy.

Our General Data Protection Policy is regularly reviewed in line with our business processes. Any changes to this Privacy Policy will be communicated via email to all data subjects.

You have a right to lodge a complaint with the Information Commissioner's Office (ICO) if you have a complaint with how you believe your personal data has been handled. For more information, please visit <https://ico.org.uk/concerns>

This policy was approved by the CEO in March 2018.



**Carolyn Johnson CEO**