



GDPR Policy and Procedure Privacy and Cookies Policy

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Information that you provide by filling in forms on the Website or filling in forms as part of the registration process. This includes:

(i)

DISCLOSURE OF YOUR INFORMATION

We routinely disclose your personal data and/or Person

- (ii) if you do are not a person for the purposes of this Policy: for six (6) months following our last point of contact.

If you have visited the website, your IP addresses will be retained for two (2) weeks.

If you have submitted an enquiry via the website, the information will be retained for four (4) weeks.

Where we store your personal data

All information we hold about you is stored on our secure servers within the EEA.

YOUR RIGHTS

Under the General Data Protection Regulation you have a number of important rights free of charge. In summary, those include rights to:

- access to your personal data (or a person's personal data where you are the Legal Guardian) (together, the "**Data**") and to certain other supplementary information that this

HOW TO COMPLAIN

We hope that our Data Protection Officer