

**Privacy Policy**

**Introduction**
GoLexia is committed to protecting the privacy of clients and any data passed on to GoLexia will be treated properly and securely however it is collected, recorded and used - whether on paper, in a computer or record on other material in compliance with the Data Protection Act 1998. Contact information will be displayed at the bottom of this document and updated regularly.

**Our Approach to Data Protection**
The privacy of GoLexia clients and website visitors is of the utmost importance to us. Where personal data are collected, we take all steps necessary to treat such data securely. If at any time you require information about your personal data, please contact us.

**Amendments to our Privacy Policy**
This policy is subject to amendment / update at any time. However, we do not provide notice of such amendments or updates, and therefore recommend that all clients and website visitors check this policy regularly.

**What Data are Collected?**
In the main, two types of personal data are collected:

1 – Personal data provided by the client including name, a needs assessment report and any diagnostic assessments will be stored in a database together with contact details.

2 – Anonymous website visiting data and statistics.

Generally when you visit www.golexia.com we will not collect any details about you. You can visit the site without revealing any details about yourself. The only information we may obtain from you through the website is information that you send to us or that you submit about yourself into the website voluntarily.

We will not trade, rent, pass on, sell or otherwise disclose your personal information to third parties.

Additionally, we may use cookies to facilitate website administration and to provide website visiting data and statistics. Cookies should not interfere with your system, and they can be refused. More information about cookies can be found here <http://www.allaboutcookies.org/>

**Use of Data**
In the main, we use personal data to:
1 – Help us better serve our clients and deliver our services
2 – Process payments
3 – Gather statistics on website usage
4 – Provide information on GoLexia services and updates.

We only release personal data when required or allowed to do so by law. When transferring data over any network or the Internet, we take care to ensure your privacy. However, we cannot guarantee the security of any network or of the Internet.

We reserve the right to disclose information if legally obliged to do so by a governmental or regulatory authority or if we believe in good faith that such action is necessary to conform to legal requirements.

**Personal Data Accuracy and Updates**

If you would like a copy of the information held about you please contact us. If you believe that any of this information we are holding is incorrect or incomplete, please contact us as soon as possible. We will promptly correct any information found to be incorrect.

Individuals may at any time request that their personal information is removed. Such requests should be responded to promptly. We store personal data for 6 years after working with a client before all database entries are deleted in a secure manner and hard copy information is shredded.

**Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites, as such sites are not governed by this Privacy Statement. You should exercise caution and look at the Privacy Statement applicable to the website in question.

All staff are given a copy of this policy and, where appropriate, any relevant implementation guidelines when they join GoLexia. They have an opportunity for discussion with their manager, supervisor or mentor.

Anyone visiting our website [www.golexia.com](http://www.jtsma.org.uk/index.html) is able to read this policy via the Privacy Policy link.

**Contact Details**

You can contact GoLexia via the following channels:

Office Telephone: 01291 431 322

Mobile Phone: 07551 525 954

Email: eileen@golexia.com

Email: alex@golexia.com