

## **Privacy & Data Protection Policy**

## Tracey Field Consulting Ltd - Privacy & Data Protection Policy

As a small business, I take your privacy seriously. I only collect personal data that I need to provide my services, such as contact details for booking training or consultancy work.

I will never share or sell your personal information to anyone else, unless required by law.

Your information is kept securely and only for as long as necessary to deliver the service you've requested, or as legally required for record-keeping.

If you'd like to see what information I hold about you, or if you want me to delete it, just let me know and I'll be happy to help.

I aim to comply with UK data protection laws (GDPR).

Signed:

T. Field

Tracey Field

**Director** 

**Tracey Field Consulting Ltd**