



PAUSE – Miss Saida Goutel, The Coach House, Home Farm,
Sacombe Park, SG12 0JA, Hertfordshire.
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Email: saida@pa-u-se.co.uk
Web: www.pa-u-se.co.uk

Letter of Authority

1. GENERAL DATA PROTECTION REGULATIONS (GDPR) – 25th MAY 2018

Due to the General Data Protection Regulations (GDPR) that took effect on 25th May 2018, Pause is informing all its clients (parents, carers, schools, public or private organisations as well as services to individuals) what type of data is collected and why and how it is stored as a result of its services.

When it comes to data privacy and security, at Pause we are fully committed to comply with the GDPR regulation policy so our clients' rights are protected. Therefore, we require all our clients to acknowledge the content of the following, as well as to confirm their agreement by ticking the box before returning it either by email or by post to the above address.

2. DATA PROTECTION

At PAUSE, we will keep your data secure and will only store it for as long as necessary for the purposes of its services (talks/workshops/retreats). If the data is no longer required, it will be destroyed securely.

Please tick the box to confirm that you consent to us holding and processing your data in this Manner. We will assume that by ticking the box you agree to us doing so.

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3. DATA RETENTION

At PAUSE, we will keep your data secure and will only store it for as long as necessary for the purposes of our services (talks/workshops/retreats). If the data is no longer required, it will be destroyed securely.

*Please tick the box to confirm that you consent to us retaining your data in this manner.

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Forename & Surname:

Date:

* Please note that you can withdraw your consent regarding the uses or storage of your data at any time. If you choose to do so, you just need to inform Pause in writing either by email or post, marked for the attention of Miss Goutel to the above address. Similarly, if you require any further information in relation to data protection or to this letter, please do not hesitate to contact Pause via email.

Should we not receive a reply to this communication as prescribed under the GDPR regulation policy, we would presume you have no objections to our retaining the current information that Pause will be holding on its database. However, we would strongly advise that you reply to this letter in order for Pause to fully comply with GDPR.

If you have any issues/queries regarding all the above information please don't hesitate to contact us.

Warmest Regards

Miss Saida Goutel – Founder of Pause

A handwritten signature in black ink, appearing to be 'S. Goutel', written over a light blue grid background.

PRIVACY NOTICE

GENERAL DATA PROTECTION REGULATIONS (GDPR) & DATA PROTECTION ACT 2018 (DPA)

Due to the General Data Protection Regulations (GDPR) we are required to inform all our clients about the type of data we are holding and how the data is handled/stored as well as with the rights that our clients have. Our privacy Notices also ensure we are compliant with the GDPR regulations.

For the purposes of our services, we hold the following * information:

- Names and Addresses
- Company Name if applicable
- Date of Birth
- Contact Telephone/Mobile Numbers/Email addresses
- Bank Details (where a refund is required)

* All stored data will be for internal use only as well as for the purposes of our services. We will never give your data to 3rd parties.

