

Privacy Policy

SaS Consultancy Group ("we", "us", or "our") is committed to protecting your privacy. This Privacy Policy explains how we collect, use, and safeguard your personal data when you visit our website or engage with our services.

1. Who We Are

SaS Consultancy Group is a UK-based organisation providing specialist emotional support, psychological and safeguarding consultancy services. For the purposes of data protection law, we are the "data controller" of the personal information you provide to us.

2. Information We Collect

We may collect and process the following personal data:

- **Contact information** – name, email address, phone number
- **Professional information** – job title, organisation, nature of your enquiry
- **Technical data** – IP address, browser type, operating system, and pages visited
- **Sensitive personal data** – only where necessary and with your explicit consent (e.g., health or safeguarding information relevant to consultancy work)

3. How We Collect Your Data

We collect personal data when:

- You contact us through our website, email, or phone

- You sign up for consultancy services, supervision, training, or emotional support
- You provide information during contractual or enquiry processes
- You browse our website (via cookies and analytics)

4. How We Use Your Data

We use your data to:

- Respond to enquiries and provide requested services
- Manage contracts and professional relationships
- Maintain appropriate records in line with safeguarding and legal requirements
- Improve our website and services
- Comply with regulatory and legal obligations

We only process personal data where there is a lawful basis to do so (e.g., consent, contract, legal obligation, or legitimate interest).

5. Data Sharing

We do **not** sell or trade your personal information.

We may share your data with:

- Professional associates or consultants working under confidentiality agreements
- Regulatory bodies or safeguarding authorities where legally required
- IT or cloud-based service providers who store data securely on our behalf

All third-party providers are subject to strict data protection obligations.

6. Data Retention

We retain personal data only for as long as necessary to fulfil the purposes we collected it for, including legal, contractual, and safeguarding requirements.

For example:

- General enquiries: up to 12 months
- Consultancy and safeguarding records: up to 7 years or as required by law

7. Your Rights

You have the following rights under data protection law:

- Right to access your personal data
- Right to correct inaccurate or incomplete data
- Right to request erasure (“the right to be forgotten”) in certain circumstances
- Right to object to processing or request restriction
- Right to data portability
- Right to withdraw consent at any time (where consent is the lawful basis)
- Right to lodge a complaint with the Information Commissioner’s Office (ICO)

To exercise any of these rights, please contact us using the details below.

8. Cookies

We may use cookies or similar technologies to enhance website performance and user experience. You can set your browser to refuse cookies or alert you when they are being used.

9. Data Security

We use appropriate technical and organisational measures to safeguard your personal data from loss, misuse, unauthorised access, disclosure, or alteration. This includes:

- Encrypted storage systems
- Secure email practices
- Restricted access protocols

10. Contact Us

If you have questions about this Privacy Policy or wish to exercise your rights, please contact:

SaS Consultancy Group

Email: contactus@sasconsultancygroup.co.uk

Address: 128 City Road, London, EC1V 2NX

If you are not satisfied with our response, you have the right to contact the Information Commissioner's Office (ICO): www.ico.org.uk