

VERSION	REVISION	STATUS	DATE	REV BY:
V3	-	Information	05_03_18	SB



Ugly Studios Privacy Policy

Registered address: Martineau Memorial Hall, 21, Colegate, Norwich, NR3 1BN

Telephone: 01603 760529 (option 2)

Company Registration No. 6130992

We understand that your personal information and privacy is important to you. We protect your personal information and adhere to all current data protection legislation with respect to protecting your privacy. We comply with the new General Data Protection Regulations (GDPR) 2018.

What information do we collect from you?

We may collect and process the following information about you:

- Your full name and title
- Your job title
- The email address that you have provided us with for work purposes
- The phone or mobile phone numbers that you have provided us with for work purposes
- The postal address that you have provided us with for work purposes

We may also collect and hold information about any contact you have with us, as part of projects commissioned by you, you are involved in, or we require your involvement in and may include:

- Details of correspondence sent to you, or received from you
- Any other information provided by yourself at the request of Ugly Studios

Our website uses Google Analytics to track users of our website; we do not hold any of this data ourselves. We advise you to consult Google's own privacy policies.

When we ask you to provide your personal information we will let you know why we are asking, and how we will use this data, by directing you to this Privacy Policy.

How do we use this information?

We use this information to provide you with information or services that you request, in the course of other relevant communications based upon your relationship with us, or, where you are one of our suppliers – to request information or services from you.

Your rights

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. In regards to any personal data held by us about you, if you wish to:

- Access your personal information

VERSION	REVISION	STATUS	DATE	REV BY:
V3	-	Information	05_03_18	SB

- Update your personal information
- Delete your personal information

then please email info@uglystudios.com or write to us at Ugly Studios, Martineau Memorial Hall, 21 Colegate, Norwich NR3 1BN

What happens when I make a request?

We will consider each request in accordance with the General Data Protection Regulations. Compliance with the request and a response will be provided within 30 days. Upon successful verification of your identity you are entitled to obtain the following information about how your personal information is processed:

- The purpose of the collection
- The use
- The storage
- The source(s) if it was not obtained from you

Confidentiality and Security

The transmission of information via the internet or email is not completely secure. Although we do our best to protect your personal data, we cannot guarantee the security of data that is emailed and so it is therefore at your own risk. Information can only be accessed by authorised staff within our organisation and our staff are trained to understand the importance of keeping personal data secure. We use a secured email server and our computers are safeguarded by encrypted and password secured hard drives. We will process, disclose or share your personal data only if required to do so by law.

Third party links

You will find links to third parties on our website. These websites should have their own privacy policies, which you should check. We do not accept any responsibility or liability for their policies whatsoever as we have no control over them. In cases when we use external websites linked to, for example, Twitter, Facebook or YouTube, then we would advise you to consult their privacy policies.

Changes to this policy

We may change this Privacy Policy from time to time. If we make any significant changes in the way we treat your personal information we will make it clear on our website.

This Privacy Notice was last updated May 2018.