



General Privacy Statement

Progressive Studios Limited respects the privacy of the personal and business information given to us. We will only process personal and business details that are relevant to the business that we undertake with you (the client or supplier). **This personal and business information will be processed under contract and consent lawful bases.**

Personal and business details such as your name, street address and e-mail address, will not be given out to any third parties persons or companies unless we are explicitly required to do so in order to provide services requested or with your explicit consent.

Please see the Privacy Policy below for details of how we obtain, store, use and share your information.

If you do not agree to this policy, please do not use our web sites or any affiliated services.

Privacy Policy for Progressive Studios Limited

Who we are:

We, Progressive Studios Limited, have designed this privacy policy to set out how we handle personal and business information. It covers Progressive Studios Limited (Company Number: 05926418, registered in England and Wales) and the web site(s) associated with our brand.

Throughout this document, when we refer to 'we', 'us', 'our' or 'Progressive Studios Limited', we are referring to the company Progressive Studios Limited as defined in the paragraph above. If we refer to 'policy' we're referring to this privacy policy.

Who's personal and business information we process:

During the course of our business, we may collect and process certain personal and business information from:

- employees
- customers and clients
- suppliers and services providers
- advisers, consultants and other professional experts
- complainants and enquirers

What types/classes of personal and business information is processed:

Information is processed for consultancy and advisory services that are offered. For this reason the information processed may include personal and business information such as name and contact details, financial details, employment and educational details and the goods and services provided. This information may be about customers and clients. Where necessary this information is shared with the data subject themselves, business associates and other professional advisers, current, past or prospective employers and service providers.

Personal and business information will only be processed for the above reasons/purposes. We do not process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs of a similar nature
- trade union membership

How we collect personal and business information:

We will only collect personal and business information when you provide it to us during the course of business activities.

When you provide personal and business information to us you are consenting to us collecting and using that information in line with this policy and the terms of our service. You are likely to provide personal and business information such as your e-mail address when e-mailing us.

If you choose not to provide personal and business information, we may not be able to provide you with any service.

What personal and business information we collect about you from others:

We only collect personal and business information directly from you or your colleagues. We will not collect personal and business information from third parties.

How we use the personal and business information we collect and process:

This personal and business information is processed to enable us to work in an efficient manner with our clients and suppliers, to maintain our accounts and records, to support and manage our staff and to promote our goods and services. All personal and business information will be processed under the direction of the Data Controller.

When we may disclose your personal and business information:

We sometimes need to share the personal and business information we process with the individual themselves and also with other organisations. We may disclose personal information to parties such as subcontractors and service providers, professional advisers, regulators and government authorities when required.

Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA) when disclosing your personal and business information.

Who the personal and business information may be shared with:

What follows is a description of the types of organisations we may need to share some of the personal and business information we process with for one or more reasons.

Where necessary or required we share information with:

- associates and representatives of the person or business whose personal or business information we are processing
- current, past and prospective employers
- central government
- legal bodies
- suppliers and service providers
- debt collection and tracing agencies
- financial organisations

How we store your personal and business information:

We store personal and business information on secure, password protected computers that are managed by us in our in house data centre. Personal and business information that we store is subject to security and access controls, including username and password authentication and data encryption where appropriate.

How long your personal and business information is stored for:

We store personal and business information only for a period necessary to support relevant business activities. We determine how long we keep personal and business information based on current business needs, to be able to respond to queries on past business activities and for record keeping purposes. Personal and business information will not be stored for longer than deemed necessary by the Data Controller.

Information about children

Our business is not suitable for children under the age of 18 years, so if you are under 18 we ask that you do not use our business or provide us with your personal or business information.

Information you make public

If you make your personal or business information available to other people, we cannot control or accept responsibility for the way they will use or manage that information.

Updates to this policy

We may need to change this policy from time to time in order to make sure it stays up to date in line with our policies. When we do amend the policy, the changes will be effective immediately.

Your rights and how can you access your personal and business information:

Under the UK data protection laws you have a number of rights in respect of the processing of your personal and business information. You have the right to make a request access to your personal and business information, object to the processing of your personal and business information, request corrections to any errors and/or removal of any personal and business information we hold about you. You can find a full detailed list of your rights at www.ico.org.uk.

Any requests relating to the processing of your personal and business information by Progressive Studios Limited, including any removal or changes, must be made in writing to the Data Controller at stuart.orrell@progressivestudios.co.uk.