

Working Studio Data Protection Notice

Introduction

This document applies to the processing of your personal data by Working Studio.

Who is responsible for your personal data

The appointed data controller for Working Studio who can be contacted by email at any time:
data-protection@working-studio.com

How we protect your personal data

We use technical measures such as encryption and password protection to protect your data and the systems they are held in. We also use operational measures to protect the data, for example by limiting the number of people who have access to your personal data.

We keep these security measures under review and refer to industry security standards to keep up to date with current best practice.

What data we collect from you

Working Studio only holds some or all of the following data on its clients:

Your name, address, email address and telephone number

Why we collect your data

The legal bases on which your personal data is recorded:

1. The legitimate interests of Working Studio to administer your enquiry and to fulfil any lawful contract.

How we use your personal data

As a potential customer of Working Studio, you consent to the processing, retention and sharing of your personal data for the purpose of assessing your enquiry.

You can withdraw your consent and request erasure of your data at any time prior to your enquiry being processed by notifying the Data Controller you wish to cancel your enquiry.

As a customer your data will be processed, retained and shared for any reasonable purposes required by the activities of Working Studio. These purposes include, but are not limited to, the following purposes:

1. Assessing any enquiries you make;
2. Administering your account ;
3. Receiving communications to which you are entitled as a customer of Working Studio;

How we work with third parties

We do not sell, or make available, your personal data to third parties. If circumstances arise when this may be necessary your prior consent will be obtained

How to manage your communications from Working Studio

You may stop your data from being used by Working Studio at any time by contacting the Data Controller via email: data-protection@working-studio.com or by writing to The Data Controller c/o 53 Eden Street Kingston Upon Thames Surrey KT1 1BW

Please contact our data protection officer by email or post if you wish to:

1. Object to Working Studio processing your data;
2. Request access to your data; or
3. Request rectification of your data.

How long we keep your data

We only keep your data only for as long as we need it. How long we need data depends on what we are using it for, as described above.

We will actively review the personal data we hold and when there is no longer a need for us to hold it, we will delete it securely.

We aim to destroy any paper copies of your personal data as soon as they have served their purpose (e.g., once information has been entered into a system). In the cases where we need to keep paper copies for longer, we ensure that they are stored securely and access is limited.

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