

Beep Studio Privacy Notice

1. Contact details

Name: Beep Studio Ltd
Information Officer: Peter Ayres
Phone Number: 07876568485
E-mail: mail@beepstudio.co.uk
Web: www.beepstudio.co.uk

2. The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics - i.e. name & contact details.

3. How we get personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You have made an inquiry regarding our services
- You have purchased a product from us
- You have voluntarily completed a customer survey
- You have offered feedback online or by email

We use the information that you have given us in order to:

- Manage your account for services.
- Process any orders for products.
- Email you with news & information we think you may find interesting.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- Consent. You can remove consent at any time by contacting mail@beepstudio.co.uk
- We have a contractual obligation.
- We have a legal obligation.

4. How we store your personal information

Your information is securely stored at our studios in Bermondsey.

We keep your contact information on file for 12 years, either from first contact or from the point of completion of the relevant Contract, whichever is longer.

We will then dispose your information by erasing it from our systems.

5. Your data protection rights

Under data protection law, you have rights including:

Right of access

You have the right to ask us for copies of your personal information.

Right to rectification

You have the right to ask us to rectify personal information you think is inaccurate.

You also have the right to ask us to complete information you think is incomplete.

Right to erasure

You have the right to ask us to erase your personal information in certain circumstances.

Right to restriction of processing

You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Right to data portability

You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Contact mail@beepstudio.co.uk if you wish to make a request.

6. How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at mail@beepstudio.co.uk

You can also complain to the ICO if you are unhappy with how we have used your data:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

0303 123 1113

<https://www.ico.org.uk>