

# Privacy Notice

Design Film Digital Solutions Ltd.

## Customers and prospective customers

We collect and process information about you, including contact details, records of orders and transactions and general business correspondence.

We retain this information for 7 years. We keep this information because:

- We need to fulfil our contract with you
- And we need to meet our legal requirements for record keeping
- And if necessary to support the defence of legal action

If you have agreed to continue to receive e-mails from us we will do so. You may object and withdraw your consent at any time. You may do this by using the unsubscribe feature at the bottom of our marketing e-mails.

## Web site visitors

We anonymise information about visitors to our website.

## Who we share your data with

We may share your data with our service providers who E-mail and application hosting provide who provide our internal services

## Transfers outside of the EEA

We will ensure any data going outside the EEA will only be transferred on the basis of one of the mechanisms approved by the EU which may include standard contractual clauses, intra-group agreements, or binding corporate rules.

## Your rights

Under the Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. You have the right to request from us access to, rectification of or erasure of your personal data.

You have the right to request that we restrict processing your data (have us store but not use your data), object to our processing of your data as well as in certain circumstances the right to data portability.

## Exercising these rights

To exercise your rights please contact [info@solutions.co.uk](mailto:info@solutions.co.uk) with the required proof of identity. However, you may also make the request to any of our employees, who will start the process for you. If the request is made verbally the employee receiving the request shall record it in writing and confirm the wording with you.

### **Right to complain**

And, if you do not agree with our decision, or otherwise believe we have not complied with the requirements of the Data Protection Act, you can ask the Information Commissioners Office to review how we have handled your request.

### **Data security**

We secure our Internet connection with a dedicated boundary firewall,

We secure our devices and software by using only necessary software, accounts and apps and all default passwords are changed before devices are distributed and used.

We control access to our data and services through user accounts. Administration privileges are only given to those that need them, and that what an administrator can do with those accounts is controlled.

We protect from viruses and other malware using Antin malware, whitelisting and sandboxing.

We keep your devices and software up to date

### **Contact details**

James Barber, Director, [info@solutions.co.uk](mailto:info@solutions.co.uk)