



Privacy Policy

This privacy policy explains how we use any personal information we collect about you and why we collect it, and covers work carried out by **Spiral Static Productions**, including our divisions **My School DVD** and **Story of Our Day**. Our registered office is 33 Mount Drive, Marple, Stockport. SK6 7BA. You can email us at office@spiralstaticproductions.co.uk

What information do we need?

We will collect contact details of the main client, including: name, phone number, address, postcode and email address. For DVD orders placed with My School DVD, we may need to collect phone numbers and/or email addresses of the individual placing the order.

Why do we need it, how will we use it and how long will we retain it?

We need the details of a client listed above in order for us to contact a client before and during a project. Details collected during the order process of a DVD are taken as a point of contact, should there be any issue processing an order. We will not usually use these details to make any contact.

We will store client details for 7 years after the end of a project. Our lawful basis for processing this personal information is "contract", this means that we have a legal reason to ask you for your data because we need it for contractual reasons. You do not have to share your personal data with us, but if you do not, we cannot carry out a project. You must fulfil your side of the contract (share your personal data) in order for us to fulfil ours (carry out the project).

Any details of individuals collected during the order process for a DVD will be deleted/destroyed within 6 months of the completion and delivery of the order.

Marketing

We do not carry out marketing campaigns to either business or consumers. We may contact previous clients to discuss potential new projects, but you do not have to agree to this for a project to go ahead. If you agree to be contacted following completion of a project to discuss potential new projects, please tick the relevant boxes to give your consent. You may withdraw this consent any time by emailing us at: office@spiralstaticproductions.co.uk or calling us on: **0161 948 1551**

Post Email Phone SMS

Will we share your information?

We will not share your information with anyone outside of Spiral Static Productions.

Who can I complain to if I feel you are not handling my data correctly?

Please contact us if you have any questions about this privacy policy or the information we hold on you, you can do this by email (office@spiralstaticproductions.co.uk) or post (33 Mount Drive, Marple, Stockport. SK6 7BA). If you believe we are not handling your data correctly you have a right to make a complaint, this should be sent to us using the above contact details. If you are unhappy with our response you should then contact the ICO (independent commissioner's office) by contacting them or using the following web page: <https://ico.org.uk/concerns/>

Client Name:

Signature:

Signed by:

Date: