

Revision: 1.0

Revision Date : 15th June 2018

This privacy policy sets out how Shutterspeed Media uses and protects any information that you give Shutterspeed Media when you use this website.

Shutterspeed Media is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Shutterspeed Media may change this policy from time to time by updating this page. You should check this page periodically to ensure that you are happy with any changes. This policy is effective from May 2018

What We Collect

We may collect the following information:

- Name
- Contact information including email address
- Demographic information such as postcode, preferences, and interests
- Other information relevant to customer surveys and/or offers
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What We Do With The Information We Gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our products and services
- We may periodically send promotional emails about new products, special offers, or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax, or mail. We may use the information to customise the website according to your interests.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

Links To Other Websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites, and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling Your Personal Information

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at info@shutterspeedmedia.co.uk

The Data Protection Officer, *Pamela Somerville*, is responsible for:

- Keeping the board updated about data protection responsibilities, risks and issues.
- Reviewing all data protection procedures and related policies in line with an agreed schedule.
- Arranging data protection training and advice for the people covered by this policy.
- Handling data protection questions from staff and anyone else covered by this policy.
- Dealing with requests from individuals to see the data Shutterspeed Media holds about them (also called 'Subject Access Requests').
- Checking and approving any contracts or agreements with third parties that may handle the company's sensitive data.

We will not sell, distribute, or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal

information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the Data Protection Act 2018 (DPA) which supplements the EU General Data Protection Regulations (GDPR) which came into effect on 25 May 2018. The GDPR regulates the collection, storage, and use of personal data significantly more strictly.

If you would like a copy of the information held on you, please write to:

ShutterspeedMedia

51 Baxter Brae

Cleland

Motherwell ML1 5FG

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address.

We will promptly correct any information found to be incorrect.