



And Repeat Studio Privacy Policy-

### **Our contact details**

Name: And Repeat Studio

Address: East Place Studios, 15 East Place, London, SE27 9JW

E-mail: [georgia@andrepeatstudio.com](mailto:georgia@andrepeatstudio.com)

Website: [www.andrepeatstudio.com](http://www.andrepeatstudio.com)

Date of this policy: 5th Dec 2023.

### **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers: names, email addresses and contact numbers.
- Online identifiers (cookies)

### **How we get the 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:

- For contact purposes: We use the information that you have given us in order to respond to queries and provide information regarding our work.
- For contractual purpose: For services provided, we use the information that you have given us in order to draw up contracts regarding any work we undertake or are planning to undertake, or to create a sales agreement.
- In the case of any sales undertaken, we must collect personal and business information for sales and accounts audit purposes.

- For site improvement and accessibility, we use the information given to review the usage and suitability of our site for our customers.

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

- Your consent. You are able to remove your consent at any time. You can do this by contacting [georgia@andrepeatstudio.com](mailto:georgia@andrepeatstudio.com)
- We have a contractual obligation.
- We have a legal obligation: In the case of any sales undertaken, we must collect personal and business information for sales and accounts audit purposes.
- We have a legitimate interest.

Most of the personal information provided to us is via a contact form on our website, or through email communication. We currently have no need to pass information on to any third party.

### **How we store your personal information**

Your information is securely stored by our website host, Wix, and our online servers and email systems with Google.

We keep contact names and email addresses for 10 years. We will then dispose your information by deleting all data. We never print or make physical copies of the information.

### **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your 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.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

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

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your 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.

Please contact us at [georgia@andrepeatstudio.com](mailto:georgia@andrepeatstudio.com) if you wish to make a request.

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at:

And Repeat Studio  
East Place Studios  
15 East Place  
London  
SE27 9JW.

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

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

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