

Marsh House Studio Privacy Notice Leaflet

General Data Protection Regulation



Please read the information carefully in this notice

Under the **General Data Protection Regulations** which came into force on May 25th 2018, we are obliged to give you much more information about the data that we hold and process about you, which we are very happy to do. This leaflet describes the outline for this obligation and gives you directions on how to access this information.

The **full privacy notice** is found on our web site www.marshhousestudio.com

In the interest of openness and fairness (**the first principle of data protection**) the following information is contained in the full privacy notice: -

- Who we are:
- Who you can talk to in the organisation about your information: -
- What information/Data we collect:
- How we store the information securely:
- How we collect the information:
- The reason why we collect this information and what we do or might do with it:
- The lawful basis for collecting this information:
- The legitimate interest for the processing:
- Who we share the information with:
- How long we keep the information:
- Your rights in relation to your information:
- Details of statutory obligation:
- What to do if you want to make an official complaint about the way we hold and process your information.

If you are unable to access the web for any reason a paper version is available on request please ask any member of staff and they will organise this for you.

If you wish to talk to anyone about this information, contact: -

Michael Ross
Contact.mhstudio@gmail.com

Student Name:		DOB:	
Date received:			
Signature:			