

Data Protection and Privacy Policy

For the purpose of the General Data Protection Regulation (GDPR) and privacy law the data controller Showcase Studios Group LTD and Emma Hitchman Services, Showcase Studios HQ, Showcase Studios St Ives, Drill Hall, Chapel St, St Ives, TR26 2LR is registered with the Information Commissioner's Office.

Showcase Studios Group Ltd and Emma Hitchman Services, collected customers data who have enquired about our services or attended our services or activities and as such form a contractual relationship.

As required by the UK Data Protection Acts of 1984 and 1998, Showcase Studios Group Ltd and Emma Hitchman Services provides strict security procedures in the storage and disclosure of information which you have given us, to prevent unauthorised access through several customer relationship management organisation or processors, the organisations used for data management or contract management are below and their own data protection / privacy / term of use policy can be seen by clicking on the links below:

Membermeister - <https://www.membermeister.com/privacy>

Asana – <https://asana.com/terms>

Momence - <https://momence.com/webflow/documents/Momence-Privacy-Policy.pdf>

Google Workspace - https://workspace.google.com/intl/en_uk/security/?secure-by-design_activeEl=data-centers

Microsoft SharePoint & Teams - <https://privacy.microsoft.com/en-gb/privacystatement>

Zettle - <https://www.izettle.com/gb/privacy-policy>

Mailchimp - <https://mailchimp.com/legal/privacy/>

Social media sites include Facebook, Instagram, Twitter, Youtube, Snapchat, TikTok, LinkTree and Pinterest.

We will not sell or pass on your details to third parties unless permission has been given to do so. Our security procedures mean that we may occasionally request proof of identity before we are able to disclose sensitive information to you but you may request to access the data we hold on you by emailing hello@showcasesds.co.uk. We will respond as quickly as possible and there will be a £10 charge for providing such information as approved by law to cover the costs of labour to be able to provide this service.

We do not hold or use any information that you provide, or which we collect, outside the European Economic Area ("EEA"), nor do we transfer it to, or share it with, others within or outside the EEA.

Your data is only held so we can offer you services or information relating to Showcase Studios Group Ltd, Emma Hitchman Services and its trading names. All data is destroyed 12 months after last use. You may unsubscribe at any time by emailing hello@showcaseds.co.uk .

Showcase Studios Group Ltd or Emma Hitchman Services are not responsible for any third-party web sites that you link to from our website ShowcaseCo.UK / EmmaLewis.Uk and you are responsible for reading these third parties' own Terms and Conditions or Privacy Policies.

Intellectual Property

All website logo, visuals and other intellectual property and content created is the property of Showcase Studios Group LTD and Emma Hitchman Services and its trading names are protected by copyright laws.

The copying of such materials is strictly forbidden.

Termination of Use

Access to any websites belonging to Showcase Studios Group Ltd and Emma Hitchman Services can be terminated in cases of abuse.

UK law governs this agreement.

The purpose for us holding your data is to ensure you are receiving up to date information on the services offered to you or that you have taken part in this includes and is not exhausted to the below examples:

Nature of work - General business, Performing Arts, Fitness & Wellness Services, Entertainment and Leisure, Family Activities.

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Reasons/purposes for processing information

We process personal information to enable us to promote our goods and services, to maintain our accounts and records and to support and manage our staff.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family, lifestyle and social circumstances
- financial details
- employment and education details
- goods or services provided

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs of a similar nature
- trade union membership who the information is processed about

We process personal information about our:

- employees
- customers and clients
- suppliers and services providers
- advisers, consultants and other professional experts
- complainants and enquirers

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary, we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- employment and recruitment agencies
- current, past and prospective employers
- educators and examining bodies
- central government
- credit reference agencies
- suppliers and service providers
- debt collection and tracing agencies
- financial organisations

Additional reasons

Undertaking research

Personal information is also processed in order to undertake research. For this reason, the information processed may include name, contact details, family details, lifestyle and social circumstances, financial details, goods and services. The sensitive types of information may include physical or mental health details, racial or ethnic origin and religious or other beliefs. This information is about survey respondents. Where necessary or required this information may be shared with customers and clients, agents, service providers, survey and research organisations.

Consulting and advisory services

Information is processed for consultancy and advisory services that are offered. For this reason, the information processed may include name, contact details, family details, financial details, and the goods and services provided. This information may be about customers and clients. Where necessary this information is shared with the data subject themselves, business associates and other professional advisers, current, past or prospective employers and service providers.

CCTV for crime prevention

CCTV is used for maintaining the security of property and premises and for preventing and investigating crime, it may also be used to monitor staff when carrying out work duties. For these reasons the information processed may include visual images, personal appearance and behaviors. This information may be about staff, customers and clients, offenders and suspected offenders, members of the public and those inside, entering or in the immediate vicinity of the area under surveillance. Where necessary or required this information is shared with the data subjects themselves, employees and agents, services providers, police forces, security organisations and persons making an enquiry.