



# Privacy Statement

*Cahoot Creative Limited*

This document is confidential and shall remain the property of Cahoot Creative Limited

Non-disclosure: This document is provided for the person who is named above and their company's own internal purposes and shall not, in whole or in part, be copied, disclosed or shown to any third party without prior written consent from Cahoot Creative Limited. ©2017



We understand the importance of protecting the privacy of our customers. This policy explains how any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand how we handle your personal data. By using Cahoot's services you agree to the collection and use of your information in accordance with this Privacy Statement.

## **1. PRIVACY & SECURITY**

**To comply with the GDPR regulations Cahoot are:**

### **Clients**

1. Advising clients regarding data collection through online forms only to ask necessary questions and not simply collect as much information as possible.
2. Advising clients to add SSL security to their websites in order to encrypt all information to and from the sites.
3. Speaking to our suppliers such as photographers to ensure that their security is sufficient.

### **Technical and organisational measures:**

1. All client work is stored on password-protected computers and secure online servers.
2. Online form data is stored on encrypted servers.
3. Storage of images - after using photographs supplied by you or taken by our photographers we will return them to you on an encrypted drive and delete them from our systems.  
Alternatively if you are happy for us to store them securely on your behalf we will do so.
4. Online image galleries are password-protected.
5. Cahoot's offices are secure and use security cameras.

### **Systems security:**

1. Personal data collected through online forms is stored on SSL-protected (encrypted) servers
2. All our office systems and devices are password-protected.

## **2. YOUR RIGHTS**

1. If you have a problem with the way we handle your data please contact us immediately. You can read more about your rights on the Information Commissioner's Office website. If you have any queries please contact us via the Cahoot website.