

## Bearded Fellows Privacy Policy 2019/20

This privacy policy will explain how Bearded Fellows uses the personal data we collect from you when you use our website or engage with us a client/ potential client.

### What data do we collect?

Our Company collects the following data:

Clients: Names, Job Roles, Phone numbers, email addresses of Clients.

Business: Brand Guidelines, Company creative assets. Bank details

Website and social media visitors: URL, location, average age, sex, industry.

How do we collect your data? You directly provide Bearded Fellows with most of the data we collect. We collect data and process data when you: Send us an enquiry via email or website, phone us, use or view our website via your browser's cookies.

How will we use your data? Our Company collects your data so that we can: Communicate with you, manage your account, create video, animation or marketing content for you, send you an invoice, email you with a newsletter if you 'opt in' to this.

When Our Company processes your order, it may send your data to, and also use the resulting information from credit reference agencies to prevent fraudulent purchases.

How do we store your data? Our Company securely stores your data at Office 4, Second Floor, Bridgeworks, 67 Bridge Street, M3 3BQ, Manchester, UK.

We back up all footage over two SD cards which are backed up on location to both a secure cloud storage and to external hard drives before returning to the studio.

Post Production - Footage is backed up and saved for 6 months on our password secured confidential drive.

Bearded Fellows will keep your name, job role, phone number and email address for up to 10 years. Once this time period has expired, we will delete your data by deleting all emails,

Marketing: Bearded Fellows would like to send you information about products and services of ours that we think you might like If you have agreed to receive marketing, you may always opt out at a later date. You have the right at any time to stop Bearded Fellows from contacting you for marketing purposes.

- If you no longer wish to be contacted for marketing purposes, please contact us by phone on 0161 870 2000 or email us on [ideas@beardedfellows.co.uk](mailto:ideas@beardedfellows.co.uk) where all of your data will be immediately deleted.

What are your data protection rights? Bearded Fellows would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

- The right to access - You have the right to request Bearded Fellows for copies of your personal data.

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- The right to rectification - You have the right to request that Bearded Fellows correct any information you believe is inaccurate. You also have the right to request Bearded Fellows to complete information you believe is incomplete.
- The right to erasure — You have the right to request that Bearded Fellows erase your personal data, under certain conditions.
- The right to restrict processing - You have the right to request that Bearded Fellows restrict the processing of your personal data, under certain conditions.
- The right to object to processing - You have the right to object to Bearded Fellows processing of your personal data, under certain conditions.
- The right to data portability - You have the right to request that Bearded Fellows transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you.

If you would like to exercise any of these rights, please contact us at

- Our email: [ideas@beardedfellows.co.uk](mailto:ideas@beardedfellows.co.uk)
- Call us at 0161 870 2000
- Or write to us: Bearded Fellows, Office 4, Second Floor, Bridgeworks, 67 Bridge Street, M3 3BQ, Manchester, UK.

### What are cookies?

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information, visit [allaboutcookies.org](http://allaboutcookies.org).

How do we use cookies? Our Company uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website

What types of cookies do we use? There are a number of different types of cookies, however, our website uses:

Functionality - Our Company uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and the location you are in. A mix of first-party and third-party cookies are used.

### How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

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### Privacy policies of other websites

The Our Company website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

### Changes to our privacy policy

Our Company keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 01 April 2019.

### How to contact us

If you have any questions about Our Company's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

- Email us at: [ideas@beardedfellows.co.uk](mailto:ideas@beardedfellows.co.uk)
- Call us: 0161 870 2000
- Or write to us at: Bearded Fellows, Office 4, Second Floor, Bridgeworks, 67 Bridge Street, M3 3BQ, Manchester, UK.

### How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Our Company has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

Website: <https://ico.org.uk/>

Phone the Cheshire Office: 0303 123 1113