



Key Details

This website Privacy Policy describes how JM Studio protects and makes use of the information you give us when you use this website. If you are asked to provide information when using this website, it will only be used in the ways described in this Privacy Policy.

This policy is updated from time to time. The latest version is published on this page. This Privacy Policy was last updated 13th October 2021.

If you have any questions about this policy, please contact us.

Introduction

This site gathers and uses certain information about individuals in order to provide products and services and to enable certain functions on this website. We also collect anonymized information to better understand how visitors use this website and to present timely, relevant information to them.

What Data We Gather

We may collect the following information:

- Full name
- Contact information including email addresses
- Demographic information, such as general location
- Website usage data
- Information specifically relevant to client inquiries

How We Use This Data

Collecting this data helps us understand our website performance, enabling us to deliver improved products and services. Specifically, we may use data to contact you in response to a specific enquiry that you make through the website and to fulfil any orders you place with us.

Your Rights

Under GDPR you have the right to request a summary of all data we hold on you and/or to request that this information is deleted. Please contact us with your request and your message will be acknowledged and replied to within 5 working days.

Cookies & How We Use Them

What is a cookie?

A cookie is a small file placed on your computer's hard drive. It enables our website to identify your computer as you view different pages on our website.

Cookies allow websites and applications to store your preferences in order to present content, options or functions that are specific to you. They also enable us to see information such as how many people use the website and what pages they tend to visit.

How we use cookies

We may use cookies to:



- **Analyse our web traffic using an analytics package** – this website uses Google Analytics to aggregate usage data to help us improve the website structure, design, content and features.
- **Recognise you when you return to our website** – to remember your preferences when returning to our site so you are not shown the email signup pop-up on return visits if you have previously dismissed this message.

Cookies do not provide us with access to your computer or any information about you, other than that which you choose to share with us.

Controlling cookies

You can use your web browser's cookie settings to determine how all websites use cookies. If you do not want our website to store cookies on your computer or device, you should set your web browser to refuse cookies.

However, please note that doing this may affect how our website functions. Some pages and services may become unavailable to you.

We are currently looking at a way that you can decline cookies directly from our website, but this is currently excessively expensive when we only take data for the purposes of analyzing traffic or answering your specific enquiry.

Controlling information about you

When you fill in a form or provide your details on our website, you agree for us to contact you in line with the information you give.

This is limited to our Contact Form – we will contact you via the email address that you give us on our contact form with information relating to your specific inquiry.

We will never lease, distribute or sell your personal information to third parties.

Any personal information we hold about you is stored securely and processed in line with the Data Protection Act 1998.

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 **jm.studio29@gmail.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 **jm.studio29@gmail.com**.

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>

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