

# Privacy Policy

Chris Blandford Associates (CBA) is committed to protecting and respecting your privacy. In this Privacy Policy any reference to “we”, “our” or “us” means CBA.

This policy sets out the basis on which any personal data that you provide to us or we collect from you, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of General Data Protection Regulations (“GDPR”) the data controller is Chris Blandford Associates, The Old Crown, High St, Blackboys, Uckfield, East Sussex, TN22 5JR.

## Information We May Collect from you

We may collect and process data about you, including:

- Information that you provide by contacting us via [www.cbastudios.com](http://www.cbastudios.com) (the “Website”). This includes information provided at the time of requesting further information/services.
- Information you may give us throughout our relationship with you by corresponding with us by phone, email, mail or otherwise.
- If you contact us, we may keep a record of that correspondence.
- Details of your visits to our Website and the resources that you access.

## Uses Made of the Information

We may use information held about you for the following reasons:

- To send information to you which we think may be of interest
- Internal record keeping and administration
- To improve our products and services
- To record and monitor your use of our website for internal purposes, which may include analysis of use, measurement of site performance and generation of marketing reports
- Recruitment and selection
- Compliance with applicable laws and regulations

If you have supplied contact details we may contact you by e-mail, phone, fax or mail.

We may share your personal data with selected associated third parties, some of whom we appoint to provide services (including sub-consultants and sub-contractors) for the performance of any contract we enter into with you.

We will take all reasonable precautions to protect any personal data you may input via this Website but cannot be responsible for and therefore exclude all liability for loss or misuse of personal data which is intercepted or otherwise accessed by unauthorised persons.

By using the Website and not advising us to the contrary, you consent to CBA using the data in the way set out in this Privacy Policy.

## Third Party Websites

This Website may contain links to other websites. We have no control over these websites, which are not covered by this Privacy Policy. Accordingly, we are not responsible for the protection and privacy of any information which you have provided while visiting such websites. You should exercise caution and look at the privacy statement applicable to the website in question before using it.

## Your Rights

All individuals whose personal data we process have a number of rights under GDPR.

GDPR gives you the right to know and in most instances, access a copy of the personal information we hold about you. Your right of access can be exercised in accordance with GDPR. Any access request may be subject to a small fee to meet our costs in providing you with details of the information we hold about you. We are entitled to request sufficient details to assist us in responding to a request.

You also have the right to ask us not to process your personal data for direct marketing purposes.

If you do not wish to receive further information about services and events offered by CBA please contact us by writing to: Data Protection Officer, Chris Blandford Associates, The Old Crown, High St, Blackboys, Uckfield, East Sussex, TN22 5JR. You may also contact us this way if you wish to have access to, modify, correct or object to the further processing of your information.