

Sparky Ink Studio Ltd

Privacy and Cookie Policy

Updated 22 February 2022

This Privacy and Cookie Policy explains what information we collect from you, how we use it and how we protect it. It also summarises your rights and tells you how you can exercise those rights. This Privacy Policy applies to visitors to www.sparkyink.co.uk and to our online customers.

This policy does not apply to information about you collected by third-party websites that may post links or advertisements on or otherwise be accessible from our website. The information collected by these third-party websites is subject to their own privacy policies.

If you have general questions about this policy, you can reach our privacy team at ginger@sparkyink.co.uk.

Who we are

The responsible data controller, with regard to the collection and further processing of your data as described in this Privacy and Cookie Policy, is; **Sparky Ink Studio Ltd**, Located at; **Second Floor, 8 Church Way, Chesterfield, S40 1XJ**

How we use it?

This section of our Privacy Policy describes the categories of information collected by Sparky Ink Studio Ltd.

We collect this information:

- Automatically when you visit and navigate our website or use applications downloaded from our website;
- Directly from you when you use our Contact Form on the site.
- Indirectly from third parties, where you click on a link that takes you to another place on the internet such as Wordpress Blog, Youtube or social media websites.

Types of Data Collected

The only data collected through our website is from the Contact Form (*please always ensure that the padlock on the browser is on before using the contact form and sending any personal information to us.*) We ask for very little information at this stage preferring to email out once a contact is received so we can discuss our customer needs better.

In the background of our Website we can view IP address, dates and times of looking at the website and approximate location. If used this data is for analytical and statistics.

We may use personal data for other purposes, but only if you have given your consent for us to do so. For example, if you review a service you agree to let us post that review on our website. Please note that reviews posted on our website are public, so only include information you are comfortable with sharing publicly.

As we do not take payments on our site you will never be asked for any payment details.

The website is not meant for use by children under the age of sixteen years old, and children under that age are prohibited from making contact using the contact form or otherwise providing their personal data.

Who has access to your information?

We limit access to your information to employees who have a need to use the information and are obligated to protect that information and keep it confidential.

We never provide your information to any third-party.

We may offer products or services that are provided by our partners or others. Any information you choose to send them or conversations you engage in are not the business of Sparky Ink Studio Ltd unless

you specifically request you wish the Studio to be involved. We cannot protect your data if you give it to a third-party through a link on our website.

Sparky Ink Studio Ltd is an independent Company. However, we work closely with Pink Alien Productions Ltd, Northern Spectrum Film Festival Ltd and Killamarsh Autistic and PDA Support Group. We will only share data with these companies if you have given your consent. Each Company has its own Policy for Privacy.

We do not transfer your data outside of the UK.

We may also share your information as required or permitted by law, including to enforce our Terms and Conditions, or to protect our rights or property or those of others. We may also be required to respond to requests from law enforcement agencies, but only if those agencies meet the standards for obtaining personal data consistent with local laws and data protection requirements.

Finally, we may provide your information to one or more third parties in the event of a merger, acquisition, or corporate reorganisation involving us.

How long do we keep your information?

We only retain your personal data for as long as is necessary for the purpose for which it is provided or because we are legally required to do so.

What rights do you have to access and control the use of your information?

You have the right to:

- Access your personal data;
- Correct inaccurate or incomplete personal data;
- Request that we delete your personal data (or alter it so that you are not identifiable), under the specific circumstances prescribed by law;
- Object to the processing of your personal data or request that we restrict the processing of your personal data, under certain conditions;
- Request data portability for personal data provided by you, under certain conditions.

How you can exercise these rights?

You may exercise some of the rights listed above by emailing us at ginger@sparkyink.co.uk or writing to us at our business address and making this request.

To protect your privacy, we may need to verify your identity after we have received your request.

What happens when you submit a deletion request?

After you contact us to delete the information we hold about you, and we verify your identity, we will erase your information from our systems.

Please note that even when you ask us to delete your data, we may be allowed by law to keep certain information (for example, records of transactions or other data provided through other contracts you may have with the Studio) and we may still retain anonymous information about things like how customers interact with our website.

How do we protect your information?

In addition, we train the employees that are involved with the processing of your data about the importance of confidentiality and maintaining the privacy and security of your information. Our awareness training is tailored to the specific role of a team member and their involvement with handling your information.

What are Cookies?

Cookies are small data files which often include a unique identifier that are stored on your device when you visit certain web pages. Cookies are useful because they allow a website to recognise a user's device. These are used to tailor information to you when you enter our site.

What kinds of cookies do we use on our website?

Our website uses the following types of cookies:

Necessary cookies

We use these cookies to let you access our website's features, manage preferences (like language).

Functional cookies

We use these cookies to test new website features, detect errors, analyze site usage.

How can you manage which cookies are placed on your device?

Using browser controls

The Help menu on the menu bar of most browsers will tell you how to enable or prevent your browser from accepting new cookies, how to have the browser notify you when you receive a new cookie and how to disable cookies altogether. You can also disable or delete similar data used by browser add-ons, such as Flash cookies, by changing the add-on's settings or visiting the website of its manufacturer. Please be aware that if you disable or delete certain cookies our website may not work properly.

Third Party Cookies

When you use our website, you may notice content provided by a company other than us. Also, if you 'share' Sparky Ink Studio Ltd content with friends through social networks, such as Facebook and Twitter, these social networks may place cookies on your browser. We have no access to or control over cookies used by these companies or third-party websites. If you'd like to opt out of cookies created by 'sharing' Sparky Ink Studio Ltd content through social networks — such as Facebook and Twitter — we suggest you check those third-party websites for more information about their cookies and how to manage them.

Contact Us

If you have general questions about the website, would like to update or make changes to your information, or would like to exercise your rights to access and control the use of your information, please contact us via the Contact Page or via Email to ginger@sparkyink.co.uk.

You can also make a request in writing to Sparky Ink Studio Ltd, Second Floor, 8 Church Way, Chesterfield, S40 1XJ please include your name, email address, postal address and telephone number(s), along with your specific request.

If you have a complaint about our privacy practices, please contact us so we can help address your concerns. You also have the right to lodge a complaint with your local data protection authority.

Changes to this Privacy and Cookie Policy

Sparky Ink Studio Ltd may revise this Privacy and Cookie Policy from time to time by posting a revised Privacy and Cookie Policy on our website. We reserve the right to modify this policy at any time, so please review it frequently.