**Studiotypes Privacy Policy**

In 2018, new data protection rules outlined by the GDPR will impose greater obligations on organisations whilst giving more rights to individuals in relation to how their personal data is processed. This is a piece of European legislation which comes into effect on 25th May 2018.

This Privacy Policy clarifies how Studiotypes will process your personal data. This applies to you if you are either a candidate who we are actively working with to find a new role in the Gaming industry, or you are someone we have had a working relationship with in the past in some capacity. This also includes clients who we provide our Recruitment services for.

This Privacy Policy outlines how we collect, use and process any data we receive and how in doing so we comply with our legal obligations to you. We are committed to protecting and safeguarding your data, using it only with your consent and within the strict obligations of the GDPR (General Data Protection Regulation).

**Personal Data – What is it?**

Personal data is any information which can be used to identify you as an individual. This can be split into general and sensitive personal data. General personal data includes your name, address, National Insurance Number and online identifiers/location data. Sensitive personal data includes information on physical and mental health, sexual orientation, race or ethnic origin, religious beliefs, trade union membership and criminal records. Sensitive personal data must be protected to a higher level.

To provide the best possible service that is tailored to your needs and preferences, we need to process certain information about you. We will only ever ask for information that helps us to help you, such as you name, contact information, education and employment history. Occasionally, and where appropriate and in accordance with local laws, we may also collect information related to your identity, health, diversity or details of criminal convictions.

**How did Studiotypes acquire my information?**

There are a number of ways in which Studiotypes may have acquired your information. You may have applied to one of our advertised positions directly through our website, registered via our type form, or you may have submitted your CV to one of our Consultants. We may have also found your details on a third-party job board or social network such as Linkedin.
Alternatively, it could be that you have applied to an advertisement through one of those channels too.

If you have a query about what data we may have of yours, or how we may use it, please don't hesitate to get in contact.

Studiotypes will not disclose any information it keeps about visitors to any third party without prior written consent.

When using our online application form, uploading your CV or contacting us about jobs via our website, we will ask for your consent to send you communication from us via email regarding your application, and occasional newsletters and emails we feel may be of interest to you. You can opt out from receiving these email communications at any time by emailing info@studiotypes.com or simply clicking on the unsubscribe button at the bottom of these emails.

**On what legal basis are we relying to process your data?**

Article 6(1)(f) of the GDPR is relevant here – it says that we can process your data where it “is necessary for the purposes of the legitimate interests pursued by [us] or by a third party, except where such interests are overridden by the interests or fundamental rights or freedoms of [you] which require protection of personal data.”

We think it’s reasonable to expect that if you are looking for employment and have posted your professional CV information on a job board or professional networking site, you are happy for us to collect and otherwise use your personal data to offer or provide our recruitment services to you, share that information with prospective employers with your consent (please see below) and assess your skills against our clients’ requirements and the current vacancies we have.

**Consent:**

Wherever possible we will acquire your specific consent to process your data and this will usually be when representing you for specific opportunities. We will not share your data with a 3rd party without your consent and wherever possible we will try and get this in written form, but on occasions we may have to rely on verbal consent too.
Know your rights when it comes to data:

**Right to withdraw consent:** If you have given us consent either written or verbal, you also hold the right to withdraw that consent. If we receive a request to withdraw consent we will stop processing your data immediately.

**Right to Object:** You have the right to object to your data being processed. If you wish to object to your data being processed, please email to info@studiotypes.com with your request and we will respond accordingly.

**Right to make a Subject Access Request (SAR):** You also hold the legal right under GDPR regulations to make an enquiry about the information/data of yours which Studiotypes may hold and how we are using it. Upon submitting a SAR, the information we will provide you with is:

- whether any of your personal data is being processed;
- a description of the personal data, the reasons it is being processed, and whether it will be given to any other organisations or people;
- a copy of the data; and given details of the source of the data (where this is available).

If you make a SAR we will respond as quickly as we can. It is worth noting that we are legally required to respond within 40 calendar days of receiving the request.

There is no cost associated with providing you this information, but it is worth noting we can legally apply an administration cost to multiple requests for the same information or potentially refuse to comply for the same reason.

If you wish to request an SAR you can do so by emailing info@studiotypes.com and putting in the subject matter – “SUBJECT ACCESS REQUEST”.

**Right to data portability:** Where technically possible, you have a right to request that your data is transferred directly from one organisation to another. This does not include having data passed to a third-party without your knowledge.

**Right of Rectification of inaccurate or incomplete data:** You hold the right to request that we correct any incomplete data we may hold on you. We will also update any candidate information with clients which we have agreed to share with on your behalf. We will aim to respond to any such request as soon as possible.
If you wish to request for any inaccurate data to be corrected or completed, you can do so by emailing info@studiotypes.com and putting in the subject matter – “RIGHT OF RECTIFICATION REQUEST”.

**Right to Erasure:** You hold the right to request that any details we hold of yours be deleted. This is not an absolute right however, and we can still legally keep personal data if we have a legal basis to do so. We are legally required to keep some information such as ID, right to work checks and payroll records for a set period of time. These obligations will override any request to erase data we receive or any objection to procession for so long as we must keep the data.

Upon receiving your request for erasing your data, we may ask to clarify whether you would rather not hear from us for a period of time or if you would prefer your data to be permanently deleted. We ask as if we delete your data and find your information on a third-party job board for instance, we may still end up contacting you as we will not have any record that we have been in contact with you in the past.

You can place a Right of Erasure request by emailing info@studiotypes.com and putting in the subject matter – “RIGHT TO ERASURE REQUEST”.

Upon submitting such a request, the information we will provide you with is:

- a copy of the information comprising the data; and given details of the source of the data (where this is available);

- confirmation / evidence that any records and information we hold on you has been permanently deleted.

If you make a Right to Erasure request, we will respond as quickly as we can. It is worth noting that we are legally required to respond within 40 calendar days of receiving the request.

**Personal data breaches:** if Studiotypes believes we have suffered a data breach we will inform the ICO (Information Commissioners Office). If there is a high risk to any individual we will immediately inform you.