



## Privacy Policy

Your privacy is important to Specialist Theatre Services Limited.

For further information about GDPR and your rights, please visit the Information Commissioner's Office website; <https://ico.org.uk/>

Any information we collect about you will be used for the normal running of our business in and will not be shared with third parties without prior permission.

The information we hold may consist of:

Name  
Company/Organisation name  
Address  
Telephone number  
Email address  
Company No.  
VAT No.

We are required to retain your personal data only for as long as is necessary, after which it will be securely destroyed and/or deleted.

Retention periods can vary and will depend on various criteria including the purpose of processing, regulatory and legal requirements.

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

We have CCTV installed on our premises for the purposes of crime prevention and detection. Signs are displayed notifying you that CCTV is in operation. Recordings will not be kept for longer than necessary.

If you have a request or wish make a complaint about how we have handled your personal data please contact us at the address above.