

Privacy Policy

We are responsible, professional people who won't sell your data, send you spammy emails or unnecessarily hand out your data to third parties. We take protecting your data seriously and will only use it in an appropriate, professional and pre-agreed manner as is necessary for the effective provision of our services. Below is a simplified version of our commitment to protecting your data:

Whose Data?

Friends may collect, store and access your data if you are a:

- Client (including Prospective Clients who have shown genuine interest in our services)
- Supplier
- Employee, Job Applicant, Intern or Freelancer

Data Collected

Typically the following data is collected by Friends:

- Full name
- Email address and phone number(s)
- Address

Further information will be collected for Employees, Job Applicants, Interns and Freelancers as necessary to comply with employment law. Banking details will be collected for Suppliers as is necessary for the payment of invoices. Additional data may be collected where necessary and only following full knowledge and consent.



Data Storage

Some data is stored physically in box files and ring binders. Friends store file copies of printed collateral designed by Friends in plan chests, some of which may contain personal data at the Client's request, e.g. business cards. Data may be stored digitally on studio computers and studio external hard-drives.

Data may be stored physically or digitally by our third party Suppliers. We will never provide a third party with data outside of the necessary provision of our services. See our list of regular third party Suppliers to access their privacy policies.

Data Access

All data is available to the Data Controller and Processor. Only data that is needed for the reasonable running of the business and provision of its services is accessible to other Partners, Employees, Interns, Freelancers and Suppliers.

Data Usage

Names and contact information are used for necessary communication with Clients, Suppliers, Employees, Job Applicants, Interns and Freelancers.

Client information is often used in the production of design work, e.g. business cards and websites, but will only ever be done so at the express request and consent of the client.

Client information may be passed on to Suppliers only when is necessary for the necessary provision of the studio's services, e.g. for delivery of printed collateral. Client and Supplier data is used to create documents including, but not limited to, quotes, invoices and purchase orders.

Employee, Job Applicant, Intern and Freelancer data is used for necessary communication; payment of wages, pension contributions and expenses; and to ensure compliance with employment law.



Third Parties

Below is a list of our regular third party Suppliers and links to their privacy policies. You have the right to contact us at any time to request a full list of third party Suppliers who have, or may have, processed your data.

Email and Web Hosting – [Heart Internet](#)

Accounting – [Whyfield](#)

Banking – [Lloyds Bank](#)

Accounting Software – [Xero](#)

File Transfer – [WeTransfer](#)

File Storage – [Dropbox](#)

Project Management Software – [Toggl](#)

Project Management Software – [Asana](#)

Email Campaign Provider – [MailChimp](#)

We, Friends, are the data controller for the purpose of the Data Protection Act 1998 and the General Data Protection Regulation. If you have any questions or concerns, or wish to request our full Privacy Policy, a full list of third party suppliers who have handled your data, or destruction of your data, please contact us:

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