



## Privacy Policy

Your privacy is very important to us and it is our policy to respect your privacy regarding any of the information we may collect from you across our website, <https://thesmallbizstudio.com> and any other site we own and operate.

We collect it by fair and lawful means, with your knowledge and consent.

We only retain collected information for as long as necessary to provide you with your requested service, for example when you email us with a query on our Contacts page or directly. The data we store, we will protect within commercially acceptable means to prevent loss and theft, as well as unauthorised access, disclosure, copying, use or modification.

We don't share any personally identifying information publicly or with third-parties, except when required to by law. Our website may link to external sites that are not operated by us. Please be aware that we have no control over the content and practices of these sites and cannot therefore accept responsibility or liability for their respective privacy policies.

You are free to refuse our request for your personal information, with the understanding that we may be unable to provide you with our services.

Your continued use of our website will be regarded as acceptance of our policy around privacy and personal information.

If you have any questions about how we handle user data and personal information, feel free to contact us. The Smallbiz Studio Limited is registered with the Information Commissioner [www.inforights.im](http://www.inforights.im) registration number is R001865. All individuals have a right of access to their personal data under General Data Protection Regulations 2018 (GDPR). This right may be exercised by contacting the Data Controller - our Data Controller is Annette and she can be contacted by writing to the registered office below or via email at [info@thesmallbizstudio.com](mailto:info@thesmallbizstudio.com)

This policy has been updated on 1<sup>st</sup> September 2020.

The Smallbiz Studio Limited  
Registered Office: 8 St George's Street, Douglas, Isle of Man IM1 1AH  
Isle of Man Company No. 133061C