# **True.Studio Privacy Policy**

True. Studio is committed to protecting and respecting your privacy. This privacy policy explains how we collect personal data, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

#### Personal information we collect and how we use it?

True. Studio does not collect any unique information about you except when you specifically and knowingly provide such information. However you choose to get in touch with True. Studio, we will only collect data that is necessary for us to deliver the best possible service. You may give True. Studio information about yourself by filling in the form on our contact page. The information you give us may include your name, e-mail address and company name.

We will not use the information submitted through the contact form on the website for any other purpose and we will not pass your contact details to any third party for the purpose of making any marketing communication to you.

We collect publicly available information across our Instagram, LinkedIn and Facebook feeds to monitor engagement and identify potential leads.

Any details collected are securely stored on our password protected server. All information you provide to us is stored on our email systems. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Our website is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to sell our products and services to you.

Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

#### **Data Retention**

Any personal data we hold on you will be deleted or updated upon request and any inaccurate or misleading data held will be changed or deleted upon your request.

### Cookies

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and allows us to improve our site.

What is a cookie?

- A "cookie" is a piece of information that is stored on your computer's hard drive and which records how you move your way around a website so that, when you revisit that website, it can present tailored options based on the information stored about your last visit. Cookies can also be used to analyse traffic and for advertising and marketing purposes.
- Cookies are used by nearly all websites and do not harm your system.

If you want to check or change what types of cookies you accept, this can usually be altered within your browser settings. You can block cookies at any time by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site.

### How do we use cookies and other tracking tools?

Our website is hosted with the Wix platform and Wix uses cookies for important reasons, such as:

- To provide a great experience for your visitors and customers.
- To identify your registered members (users who registered to your site).
- To monitor and analyse the performance, operation and effectiveness of Wix's platform.
- To ensure our platform is secure and safe to use.

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### Types of Cookies used

Here are a list of cookies Wix places on our site, We've listed them here so you that you can choose if you want to opt-out of cookies or not.

- XSRF-TOKEN and hs, used for security reasons.
- SSR-caching, used to indicate the system from which the site was rendered.
- \_wixCIDX and \_wix\_browser\_sess, used for system monitoring/debugging.
- consent-policy, used for cookie banner parameters.
- TS\*, used for security and anti-fraud reasons.
- bSession, used for system effectiveness measurement.
- fedops.logger.sessionId, used for stability/ effectiveness measurement.
- wixLanguage, used on multilingual websites to save user language preference.

True. Studio currently does not use cookies to save information such as time of day, browser type and content requested when you visit our website.

### Your data rights

Details of the data we hold on you will be provided on request. Any request of this nature should be directed to the e-mail address shown at the bottom of this notice. As required by the General Data Protection Regulation (GDPR) True. Studio follows strict security procedures in relation to the storage and disclosure of information which you have given to us, to prevent unauthorised access or use of such data. In the event, however, that True. Studio or its employees are required to undertake any act under the Regulation of Investigatory Powers Act or similar legislation True. Studio or such person shall be entitled and occasionally obliged to do so without informing you.

We would ask that in such circumstances you cooperate with True.Studio.

You have the right to access any of the information held about you by emailing hello@wearetrue.studio

You also have the right to request a copy, update or deletion of your personal data from True. Studio by emailing hello@wearetrue.studio

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