

Fair Processing Notice for Clients

At Antimatter Games , we respect your personal data. This Fair Processing Notice explains how we will use your personal data when you work with Antimatter Games. Your information will be filed securely both on our computers and physical filing systems.

Our contact details

Antimatter Games
The Old Falmouth Art School
Arwenack Avenue
Falmouth
Cornwall
TR11 3JJ

hello@antimattergames.com

What personal data do we collect about you? How will we use that personal data?

When you are our client we collect and process the names and contact details of individuals in your company.

What is our legal basis for processing your personal data? How long do we hold your personal data?

We process the personal data of your employees under the legal basis of the contract we have with your company.

Do we have a statutory or contractual requirement to process your personal data?

There is a contractual requirement for us to process the personal data of your employees because you are one of our client and we need to fulfil our contractual responsibilities.

Do we use any automated decision making?

We do not use any automated decision making.

Who do we share your personal data with?

- Companies that provide services to us. Our telephone service providers will get to see your phone number if we call you and our broadband supplier which could see your email address (but not the content of what you send us, if you encrypt it).

- Cloud service & IT providers. We use a number of cloud service & IT providers, such as our CRM, project management systems, Xero and webhosting. We also share with IT professionals who not only ensure that our systems run smoothly, but are also committed to the highest standards of data protection compliance.
- We use an Accountant to help us with our finances.
- In response to a court order. It is possible, though unlikely, that we might be forced to disclose your information in response to a court order.

Do we transfer your personal data outside of the EU or EEA?

We use Gdocs, Trello, Slack, Jira & Asana which are based in the USA. However adequate safeguards are in place as these organisations are certified to the EU-US Privacy Shield Framework. We also use Xero which is based in New Zealand which the EU deems to have adequate safeguards in place.

How long do we keep your personal data for?

- During the time of our contract with you and then for 7 years for accounting reasons.

Your rights

You have rights in respect of our processing of your personal data which are:

- To access to your personal data and information about our processing of it. You also have the right to request a copy of your personal data (but we will need to remove information about other people).
- To rectify incorrect personal data that we are processing.
- To request that we erase your personal data if:
 - we no longer need it;
 - if we are processing your personal data by consent and you withdraw that consent;
 - if we no longer have a legitimate ground to process your personal data; or
 - we are processing your personal data unlawfully
- To object to our processing if it is by legitimate interest.
- To restrict our processing if it was by legitimate interest.
- To request that your personal data be transferred from us to another company if we were processing your data under a contract or with your consent and the processing is carried out automated means.

If you want to exercise any of these rights, please contact us.

You also have the right to lodge a complaint about our processing the UK's [Information Commissioner's Office](#)