

Fair Processing Notice for Website Enquiries

At Antimatter Games, we respect your personal data. This Fair Processing Notice tells you how we will collect and process your data when you use our website.

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 use our website, we will collect the following personal data about you:

- name, email, phone and the nature of your enquiry via our '**Contact Us Form.**'
- IP Address/ MAC address when you use the website

If you apply for a job online you will be directed to 'Workable' where we will collect your data. You can find more about what data is collected and how it is managed by seeing [Workable's terms](#). (See Section 11. Data protection & privacy policy)

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

We need a legal basis in order to process your personal data.

- We need your name and contact details in order to answer your enquiry and we process this data with your consent.
- We need your IP address and MAC address so that we can monitor the use of our website, this is a legitimate interest for a business.

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 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 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.
- 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, and other apps which are based in the USA. However adequate safeguards are in place as these organisations are certified to the EU-US Privacy Shield Framework.

How long do we keep your personal data for?

- If you make an enquiry, we will keep your data for up to one calendar year.

Your rights as a data subject

The GDPR gives you rights as a data subject. You have:

1. the right to request from us access to your personal data;
2. the right to request from us rectification of your personal data;
3. the right to request from us erasure of your personal data;
4. the right to request from us restriction of processing your personal data;
5. the right to object to our processing of your personal data;
6. the right of data portability;
7. if we are processing your personal data on the basis of your consent, you have the right to withdraw your consent at any time. This does not affect the lawfulness of processing based on your consent before you withdrew it; and
8. You have the right to complain to the ICO.

More information on your rights can be found in Chapter 3 of the GDPR.