



Inclusive Practice & Production Consultancy

## Privacy Notice

UK GDPR, the Data Protection Act 2018, and current ICO guidance (as of 2026)  
ICO registration number ZB418868

This Privacy Notice explains how we collect, use, store, and protect your personal information when you interact with our consultancy services. We take your privacy seriously and are committed to handling your data in a lawful, fair, and transparent manner in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### 1. Who We Are

We are a UK-based consultancy company providing professional advisory and support services. For the purposes of data protection law, we act as a **Data Controller** for the personal information we collect and use.

If you have any questions about this notice or anything related to your data, you can contact us at:

**Email:** [info@brazenproductions.co.uk](mailto:info@brazenproductions.co.uk)

**Data Protection Lead:** Jules Hussey

### 2. What Personal Data We Collect

We may collect and process the following types of personal information:

Provided directly by you

- Name, job title, and contact details
- Business or organisational information
- Invoices, payment details, and billing information
- Information shared during meetings, consultations, or project delivery



Company Reg: 10851747 VAT Reg: 993444482

- CVs or professional profiles if you work with us as a consultant or supplier

#### Collected automatically

- Website usage data (cookies, IP address, device information, analytics)
- Email engagement statistics (opens, clicks, delivery details)

#### Special category data

We do not routinely collect sensitive data, but if it becomes necessary (e.g., accessibility needs), we will always obtain explicit consent.

### 3. How We Use Your Personal Data

We use your information to:

- Deliver consultancy services you have requested
- Communicate with you about projects, proposals, or enquiries
- Manage contracts, billing, and financial records
- Improve our services, website, and user experience
- Send newsletters or updates if you have opted in
- Comply with legal or regulatory obligations

We will only process your personal data where we have a lawful basis to do so—typically **contract, legitimate interests, consent, or legal obligation**.

### 4. Marketing Communications

If you subscribe to a mailing list, we will send you updates, insights, and news related to our services.

You can unsubscribe at any time using the link in our emails.

If we use a third-party email provider (e.g., Mailchimp), your data will be processed securely and only for the purposes of managing communications.

## 5. Sharing Your Information

We only share personal data when necessary, and only with organisations that provide services to us, such as:

- Email and cloud service providers
- Professional advisers (legal, financial, compliance)
- Project partners or subcontractors where required for service delivery

We **never sell your data**.

Any sharing is done under strict confidentiality and data-processing agreements.

## 6. International Transfers

If we use software or services that store data outside the UK (e.g., cloud platforms), we ensure appropriate safeguards are in place, such as:

- UK adequacy regulations
- Standard Contractual Clauses (SCCs)
- ICO-approved transfer mechanisms

## 7. Data Retention

We keep your personal data only for as long as necessary to fulfil the purpose for which it was collected. Typical retention periods include:

- **Client project data:** 6–7 years (for contract and financial record-keeping)
- **Marketing data:** until you unsubscribe
- **Supplier/consultant information:** retained while active and for legal record-keeping afterwards

Data is securely deleted or anonymised when no longer required.

## 8. Your Rights

You have the following rights under UK GDPR:

- **Right to access** – request a copy of your data
- **Right to rectification** – correct inaccurate information
- **Right to erasure** – request deletion where applicable
- **Right to restrict processing**
- **Right to data portability**
- **Right to object** to certain processing activities
- **Right to withdraw consent** at any time

To exercise any of your rights, contact us using the details above.

If you are unhappy about how your data is handled, you also have the right to complain to the UK Information Commissioner's Office (ICO): [www.ico.org.uk](http://www.ico.org.uk)

## 9. Cookies

Our website uses cookies to:

- Analyse visitor behaviour
- Improve performance and user experience
- Support essential website functions

You can manage or disable cookies through your browser settings.

## 10. Changes to This Privacy Notice

We regularly review and update our Privacy Notice. Any changes will be posted on our website with an updated revision date.

**Updated: February 2026**