

GDPR Terms and Conditions

Blue Sapphire Media will only act on the customer's agreed documented instructions, unless required by law to act without such instructions.

All staff processing customer data are subject to a duty of confidence.

All staff processing customer data will take appropriate measures to ensure the security of processing.

Blue Sapphire Media will only engage a sub-processor with the customer's prior authorisation and under a written contract.

All staff processing customer data will take appropriate measures to help the customer respond to requests from individuals to exercise their rights.

Taking into account the nature of data processing and the information available, all staff processing customer data will ensure that Blue Sapphire Media is meeting its GDPR obligations in relation to the security of processing, the notification of personal data breaches and data protection impact assessments.

Blue Sapphire Media must delete or return all personal data to the customer, if the customer requests, at the end of holding-period, and must also delete existing personal data unless stated in the contract or the law requires its storage.

Blue Sapphire Media must submit to audits and inspections. Blue Sapphire Media must also give inspectors whatever information they needs to ensure they are both meeting their Article 28 obligations.

By signing this contract, I agree to the following:

Blue Sapphire Media may hold and store my personal and business data and details as provided by myself or members of staff of my company or authorised other persons.

Blue Sapphire Media may hold this data, details and content for a period up to 24 months at which point it will be deleted.

Blue Sapphire Media may contact me via contact channels as provided by myself or members of staff of my company or authorised other persons for a period of 24 months after the completion of services. This may include follow up enquiries, marketing and advertising materials and contractual updates or agreements.

Blue Sapphire Media may pass your data, documents, content, media and details on to third party companies where necessary for the completion of the agreed contract. Blue Sapphire Media must ensure all third parties are fully GDPR compliant with the same terms as you have agreed with Blue Sapphire Media.

You may withdraw consent at anytime and all data, details, media and content will be destroyed or returned. This may impact Blue Sapphire Media's ability to

complete the agreed services and may result in unfinished work while still requiring full payment.

I can request to see what data that Blue Sapphire Media holds on my company at any time and Blue Sapphire Media must provide this data within 14 days.

_____ Name

_____ Signature

_____ Date