



## Data Protection Information

**Please read this page carefully before making any submission to us. For the avoidance of doubt, a 'submission' includes information contained in any of the forms at**

[help.clearcast.co.uk](http://help.clearcast.co.uk)

Clearcast's Privacy Notice, which sets out how we look after individuals' personal data when they visit our CopyCentral website at [www.copycentral.co.uk](http://www.copycentral.co.uk), can be found at [www.clearcast.co.uk/term\\_conditions/](http://www.clearcast.co.uk/term_conditions/)

As stated in our Privacy Notice, Clearcast is a 'data controller' (as defined by the EU General Data Protection Regulation 2016/679 (the "GDPR")). This means that we decide how and why personal data is collected and used (or 'processed'). Our Privacy Notice has been prepared in line with the GDPR, which requires that data controllers provide individuals with certain information in respect of the personal data they collect.

The agencies with whom we work are also 'data controllers', so are also required to provide the individuals whose data they collect with this information.

**When third party personal data is included in any form that you submit to us as part of your submission, you must ensure that the relevant third party has been told that Clearcast will receive their personal data, and provide them with a copy of the CopyCentral Privacy Notice**

[www.clearcast.co.uk/term\\_conditions/](http://www.clearcast.co.uk/term_conditions/)

**By making a submission to us, you are confirming that you have provided any relevant third party/ies with this information.**

If third party data subjects have any queries about how their data is used, they can contact us at [help@clearcast.co.uk](mailto:help@clearcast.co.uk).