**Privacy Statement**

Your privacy is important to us and we want you to know what we do with your data when you use our site or communicate with us.

**1. Introduction** – At sound-awakening we respect your right to privacy and comply with our obligations with regards to data protection acts. The purpose of this privacy statement is to outline how we deal with personal data you provide to us. By visiting sound-awakening.co.uk you are accepting the terms of this privacy statement. The data that is collected will be adequate, relevant and limited to what is necessary; accurate and kept up to date; kept in a form which permits identification of data subjects for no longer than is necessary.

**2. Types of information collected** –

Personal Data - This is data that identifies you or can be used to identify or contact you and may include your name, email address and any medical issues that you disclose either by email or verbally. Such information is only collected from you if you voluntarily submit it to us.

Please note that if you make an online payment on our website, your card information is not held by us, it is collected by third party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions.

**3. Purposes for which we hold your information** – We will process any personal data you provide to us for the following purposes: to provide you with the information or services you have requested; to contact you if required in connection with your request or to respond to any communications you might send to us; to send you any event alerts.

**4**. We use website cookies to improve user experience of our website by enabling our website to ‘remember’ users, either for the duration of their visit or for repeat visits.

**5. What information do we share?** – We will not share any information about you with other organisations or people.

**6. How do we keep your information safe?** – All information you provide to us is stored securely. All electronic records are stored on devices which are password protected. Unfortunately, the transmission of information via the internet is never completely secure. We will do our best to protect your information, but we cannot guarantee the security of data transmitted to us via email, including forms completed on our website.

**7. Your Rights** – According to the information Commissioners Office, you have the right to:

- Access a copy of your personal information

- Have your personal data corrected, if inaccurate

- Request removal of your details, in certain circumstances

**8. Dealing with data protection breaches** – We will keep records of personal data breaches and will report all data breaches which are likely to result in a risk to any person, to the ICO. Reports will be made to the ICO within 72 hours from when someone becomes aware of the breach. We will also inform data subjects whose information is affected, without undue delay.

**9. Changes to the Privacy Statement** – Any changes to this privacy Statement will be posted on this website so you are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it.

**9. Questions or Comments –** If you wish to contact us to discuss any matter in relation to this Privacy Statement or our processing of your data, please feel free to contact us at marciafarragher@gmail.com