

# Privacy Policy

## Introduction

This website is operated by Create Ts and Cs (“we”, “us” and “our” below). We are committed to protecting and respecting your privacy and complying with the Data Protection Act 1998. We are a Data Controller in terms of the 1998 Act. This statement sets out our privacy policy and explains what we do with the personal information that we collect from our users. Please read the following to understand our views and practices regarding personal information. If you have any questions or concerns regarding this statement, you should contact us using the details given at the end of this statement.

We may collect personal information from you when you access the website for auditing usage of the site and for general administration purposes. If you do not wish us to collect your personal information please do not provide it. The information we may collect will comprise some or all of the following: your name, address, telephone and fax numbers, e-mail address, IP address and post code.

We may in some cases collect information about you that may not be personal data. For example the type of Internet browser you are using, the type of computer operating system you are using, and the domain name of a website from which you linked to our website.

## How is the information used?

We will use the information we collect to track and monitor the usage of our website and help us understand the patterns of site visitors. This will help us operate the site more effectively, identify what sort of information is of interest to our users and assist us in business processes such as accounting, marketing and record keeping.

## Will my personal information be provided to third parties?

We may share your personal information with third parties but only in the strictly limited circumstances set out below.

- We will provide your personal information to artists or other service providers with whom we work. Such parties will be subject to the same levels of security for your personal information as us and, where required, are bound by a legal agreement to keep your personal information private and secure.
- In certain circumstances we may share your personal information with affiliated companies and service providers who perform functions on our behalf such as fulfilling orders, processing payments, carrying out promotional services or data management, and our internet service provider. These third parties must at all times provide the same levels of security for your personal information as us and, where required, are bound by a legal agreement to keep your personal information private and secure.
- We may also supply your personal information to government bodies and law enforcement agencies but only: if we are required to do so by the requirements of any applicable law; if in our good faith judgement, such action is reasonably necessary to comply with legal process; to respond to any legal

## **Cookie Policy**

We may use “cookies” from time to time. Otherwise known as a type of tracking software, a cookie is a small, unique, text file that is sent to your browser from a web server and stored on your computer’s hard drive. Cookies help our website tailor the information presented to you based on your preferences by collecting information such as which areas of the website you have visited and for how long, so the next time you visit the site, those pages may be accessible readily. Cookies also allow us to collect statistical information such as search engines used, how many visitors download files and which files these were. We will also be able to study how visitors navigate around the site and this will help us manage and improve the site where necessary.

## **What security will exist?**

We are committed to protecting the privacy of your personal data. We use appropriate standards of technology and operational security to protect personal information including a Secure Server and network firewall connection. Operationally, access to personal information is restricted to authorised personnel who are under a duty to maintain the confidentiality and security of such information.

## **Internet and Data Storage**

The Internet is inherently insecure. Personal information submitted by means of the Internet may be vulnerable to unauthorised access by third parties. Submission of personal information using the Internet is at your own risk. We will take reasonable and appropriate technical measures to ensure that your personal information is stored in a secure manner. However, we shall have no liability for disclosure of data due to errors in transmission or the fraudulent, negligent or other illegal acts of a third party, such as ‘Hacking’. Any transmission of personal information on or through the use of our website is at your own risk

## **How can I access my personal information?**

You have certain rights as a Data Subject under the Data Protection Act 1998 to request details and in certain circumstances a copy of the personal information which we hold about you. The law states that we may charge you a fee (currently £10) for providing this information. If you would like a copy, please write to us at the address below and mark your envelope “Personal information request”. Should you discover any inaccuracies in such personal data, please notify us as soon as possible at the same address. We will then correct our records and notify any third parties to whom such personal data may have been supplied.

**Contact Address: [david@createtsandcs.com](mailto:david@createtsandcs.com)**