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## PRIVACY POLICY

Please read carefully - if you do not agree with it, please do not use our website. You do not need to register any personal details to access our site. Our website does not use cookies.

Yorkshire Sound Service is committed to protecting your personal data and processing it only in accordance with legal requirements. This policy sets out the basis on which any personal data we collect from you will be stored and processed by us when contacting YSS.

### INFORMATION WE COLLECT:

We will collect and store personal data that you provide when completing the contact us form.

This will typically include name, contact details and any specific data relating to your enquiry. This will be restricted to the minimum required to deal with your request. The retention of data will only occur where necessary and where we have a legitimate reason for doing so.

### WHAT WE USE PERSONAL INFORMATION FOR:

We hold contact information for correspondence purposes and invoicing purposes. Contact details will not be published. Contact details will be held for as long as required for correspondence purposes. A record will be kept of the enquiry. Controlling your personal information: We will retain your personal information unless you ask us to delete it for as long as it needs to be held in furtherance of our objectives; for necessary administrative purpose; in furtherance of any legal obligation we hold and if there are any overriding business interests, such as the safety and security of others to do so. You have the right to request details of the information we hold about you under the current Data Protection Act. In addition, you have the right to request that we amend or remove any of your details. If you require any further information, please contact via email at [events@yorkshiresound.co.uk](mailto:events@yorkshiresound.co.uk).