



The Audio Biographers

Everyone has a story to tell

Privacy Policy

This privacy policy explains how The Audio Biographers uses the personal data that we collect from you when you use our website.

The Audio Biographers are committed to ensuring that your privacy is protected. Should we ask you to provide any information by which you can be identified when using this website, then you can be assured it will only be used in accordance with this privacy statement.

The Audio Biographers may change this policy from time to time by updating this document. You should check this document regularly to ensure you are happy with any changes. This privacy policy was last updated on 7 October 2019.

What data do we collect?

The personal information we collect may include your; name, address, postcode, phone numbers, email address, IP address, and information regarding what pages are accessed and when. We will not collect, store or process data that is labelled as sensitive under GDPR.

How do we collect your data?

You directly provide The Audio Biographers with most of the data we collect. We collect data and process data when you:

- Voluntarily complete an enquiry form on our website.
- Use or view our website via your browser's cookies.

How will we use your data?

We require this information to understand your needs and provide you with a better service, in particular for the following reasons: to carry out our obligations arising from any enquiries, projects or contracts entered into by you and us, compliance with a legal obligation, vital interests, a public task or legitimate interests.

Internal record keeping

- We may use the information to improve our products and services.
- We may use the information to customise the website according to your interests.
- We may collect IP addresses of visitors to our website for the purposes of protecting our website from hacking attempts or email SPAM.
- We may collect and store personal data as part of web servers' logs for the purposes of detecting and preventing fraud and unauthorised access and maintaining the security of our systems.

Marketing

- The Audio Biographers would periodically like to send you promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
- We may contact you by email, phone or mail.
- You have the right at any time to stop The Audio Biographers from contacting you for marketing purposes.



- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to us or emailing us at; info@audiobiographers.co.uk

How long do we keep your data for?

We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us. We review our retention periods for personal information on a regular basis.

What are your data protection rights?

Under the General Data Protection Regulations (GDPR), you have the following rights:

- **The right to be informed** – You have the right to be informed about the collection and use of your personal data.
- **The right of access** – You have the right to request The Audio Biographers for copies of your personal data. We may charge you a small fee for this service.
- **The right to rectification** – You have the right to request that The Audio Biographers correct any information you believe to be inaccurate. You also have the right to request The Audio Biographers to complete any information you believe to be incomplete.
- **The right to erasure** – You have the right to request that The Audio Biographers erase your personal data under certain conditions.
- **The right to restrict processing** – You have the right to request that The Audio Biographers restrict the processing of your personal data, under certain conditions.
- **The right to object to processing** – You have the right to object to The Audio Biographers processing of your personal data, under certain conditions.
- **The right to data portability** – You have the right to request that The Audio Biographers transfer the data that we have collected to another organisation, or directly to you, under certain conditions.
- **The right to object** – You have the right to object to the processing of your personal data in certain circumstances.
- **The right not to be subject to automated decision-making including profiling** - You have the right not to be subject to a decision based solely on automated means.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email; info@audiobiographers.co.uk

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial encryption procedures to safeguard and secure the information we collect on-line.

What are cookies?

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information, visit; <https://www.allaboutcookies.org/>

How do we use cookies?



The Audio Biographers use cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website

Cookies help us to provide you with a better and more usable website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may however limit some functionality and prevent you from taking full advantage of the website.

What types of cookies do we use?

There are several different types of cookies, however, our website uses:

- **Functionality** – The Audio Biographers uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.
- **Advertising** – The Audio Biographers uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. The Audio Biographers sometimes shares some limited aspects of this data with third parties for advertising purposes. We may also share online data collected through cookies with our advertising partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website.

Privacy policies of other websites

Our website may contain links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways: whenever you are asked to fill in a form on the website, look for a box, or boxes, that you can select to indicate your consent.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

We do not create derived or inferred data about people by profiling.

You may request details of personal information which we hold about you under GDPR (previously the Data Protection Act 1998). If you would like a copy of the information held on you, please email us at; info@audiobiographers.co.uk.

If you believe that any information we are holding on you is incorrect or incomplete, please email us as soon as possible at; info@audiobiographers.co.uk. We will promptly correct any information found to be incorrect.