

SPLENDID SOUNDS LIMITED – PRIVACY POLICY

We take the privacy of your personal data very seriously. The following statement explains what personal data we process, what we use it for, who it may be shared with, and the length of time we retain the data.

For the purpose of the Data Protection Act (1998) (the Act), the Data Controller and Data Processor are Splendid Sounds Limited, 28b Rush Hill Road, London SW11 5NW.

What personal information do we request or collect:

If you send us an enquiry from the “contact us” page of our website, you will provide us with your name, email address and a brief summary of your enquiry. Your data will be processed under the lawful basis of “consent” and we will retain the information whilst the enquiry is being dealt with. If the enquiry doesn’t progress to a booking, then the data will be deleted once we are sure it is not going to progress. If the enquiry results in a booking, the data will be processed under the lawful basis of “contract”, details of which are provided below.

We request the name and contact details of the person or organisation making the booking. We also request the names and contact details of any third parties for whom it is pertinent for the purpose of the booking. This may include other family members or suppliers such as caterers.

You may choose to provide additional personal data for example relating to ethnicity or race if you believe this is pertinent to the booking.

Why do we request or collect this data:

Names and contact details are required in order to fulfil the contract for the provision of services. We will also seek your consent to retain your data so that we can contact you in the future with special offers made available to previous clients, and so that we have your booking history in case you wish to book with us again. Please see the separate section below on “consent”.

Where is your data held:

Any paperwork generated as part of the booking is retained at our operations office at 14 Dedmere Road, Marlow, Bucks SL7 1PG where it is filed securely. Data held electronically is kept securely on password-protected computers and devices with encrypted back-up. Data will be stored on mobile devices or in paper form when the DJ is travelling to the event and whilst on-site.

How long do we retain your data:

We keep the data relating to your booking until the event has taken place and been paid for in full, at which time the contract is deemed to have ended. We are required to retain financial records (invoices, bank statements) which contain your name and contact details for HMRC purposes for a period of six years following the date of the event.

We would seek your consent to retain all details relating to your booking for a longer period. This will enable us to refer to your booking history, should you decide to book with us again in the future and will allow us to send you emails with special offers. Please see the “consent” section at the end of the contract.

Who may the information be shared with:

Your data will only be used by Splendid Sounds Ltd and includes any contractors such as DJs or administrative staff working on behalf of the Company for the necessary fulfilment of the contract. Information will only be shared with third parties only where you have given permission (for example, where another supplier such as a musician is involved, and wishes to discuss logistics with us).

What you may request from us:

You can find out what data we hold about you, and we will respond within one month. You can request that your data be deleted. If you wish to submit any such requests, please contact us: tom@splendidsounds.com