

Privacy Policy

Introduction

KSS Audio respects your privacy and is committed to protecting your personal data.

This privacy policy sets out how we process any personal data we collect from you or that you provide to us through our website. We confirm that we will keep your information secure and that we will comply fully with all applicable UK Data Protection legislation and regulations. Please read the following carefully to understand what happens to personal data that you share with us. By visiting our site, you are accepting and consenting to the practices described in this policy.

This will also include any data you may provide through this website. If you have any questions about this privacy notice, please contact us.

Who are we?

When we refer to 'we' (or 'our' or 'us'), that means KSS Audio.

This website is operated by KSS Audio ("We") are committed to protecting and preserving the privacy of our visitors when visiting our site or communicating with us.

What information do we collect?

When making an enquiry or booking with KSS Audio we collect the following data: Name, phone number and email address.

If it is necessary for KSS Audio to send you an invoice, we collect the following data: Name, phone number, email address & postal address.

How do we use personal information?

When we say 'personal data' we mean identifiable information about you, like your name, email, address, telephone number etc. If you can't be identified (for example, when personal data has been aggregated and anonymised) then this notice doesn't apply.

We will process data for use of; personalisation of content, business information or user experience; account set up and administration; delivering marketing and events communication; providing goods and services and contractual obligations.

What legal basis do we have for processing your personal data?

We obtain this personal information for contracts and for legitimate interests

Sharing of personal data.

We will treat personal data confidentially. We do not rent, sell or share personal information about you with other people or non-affiliated companies

Where do we store and process personal data?

Any information you provide to us will be emailed directly to us. This will be stored securely in a cloud data storage. We use a trusted third-party website and hosting provider (Wix) to facilitate the running and management of our websites. (Wix) meet high data protection and security standards and are bound by contract to keep any information they process on our behalf confidential. Any data that may be collected through this website, is kept secure and only processed for the reasons stated.

We may store client details on Xero. This is required for payments and invoices. Xero is a trusted third-party accounting provider; you can view their Privacy Policy [here](#).

How do we secure personal data?

We are committed to doing all that we can to keep your data secure; We use secure software systems to protect your data, and only allow access by authorised personnel; We manage our third-party suppliers using contracts and security reviews.

We use secure, cloud-based software to store data therefore protecting data against accidental loss; ensuring business continuity and disaster recovery; preventing unauthorised access, destruction or

disclosure. We will periodically conduct privacy impact assessments in accordance with the law and our business policies, we also train staff on data security.

How long do we keep your personal data for?

We will retain your personal data until; you unsubscribe; for two years following enquiry; for 7 years following contract; for 7 years following invoice issue.

We will securely dispose of data after this period.

Your rights in relation to personal data.

You can unsubscribe at any time from marketing and communications from us.

You also have rights to; know what personal data we hold about you; request a copy of your personal data and ask us to amend or delete it; object to our continued processing of your personal data.

You can exercise these rights at any time by sending an email to: info@kssaudio.co.uk

If you're not happy with how we are processing your personal data, please let us know by sending an email to info@kssaudio.co.uk. We will review and investigate your complaint and will respond within 21 working days. You can also complain to your local data protection authority. They will be able to advise you how to submit a complaint.

How to contact us?

You can contact us via our website, email or phone.

Company name: KSS Audio

Phone number: 020 8279 2171

Email address: info@kssaudio.co.uk

Cookies

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and allows us to improve our site. For detailed information on the cookies we use and for the purposes for which we use them, see our [Cookie Policy](#).

Linking to other websites / third party content.

We may occasionally link to third party websites in context, this does not necessarily constitute as endorsement, and we do not take responsibility for content on other websites,

Our Privacy Policy only applies to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our Privacy Policy

We regularly review our Privacy Policy and any changes we may make in the future will be posted on our website. This privacy policy was last updated September 2020.