

## **Our Privacy Policy - Slowfoot Records**

### **Looking after private information:**

Slowfoot Records is determined to ensure that your privacy is protected. In light of the GDPR regulations we have updated our policy in order to maximise transparency and be ready to display exactly how we use your data. Any personal information we have of yours will never be shared with any other party without our knowledge.

### **What information we collect:**

We only collect personal data about you which serves the purpose of letting us keep you informed about our work; music releases, upcoming gigs and new additions to the label roster. The information we may collect on you is limited to your email address and name, as the only function we have that requires information is our mailing list.

We will not collect your email address without consent, and if we are sending emails to you that is because we believe we have your consent. There will always be the option to unsubscribe from our emails.

We will not collect or keep any other personal information about you.

We will not collect more information than we need nor keep it longer than we need to.

*You can ask us to remove your personal information at any time.*

### **Keeping and using personal information:**

No one beyond Slowfoot Records staff will have access to or be processing any personal data. No third parties have access to your personal data unless the law allows them to.

We will always let you know what information we have about you if you ask, and we will always try and make sure our information is up to date.

We will never share personal information with other people. Some companies may use external service providers and share your data with them; at this moment we do not work alongside any such companies. If this changes we will inform you immediately and get your express opt-in consent before sharing any information.

### **Removing your personal information:**

You can ask us to remove your personal information at any time.

You can do this by writing to us via email to [info@slowfoot.demon.co.uk](mailto:info@slowfoot.demon.co.uk)

We will remove your information and show evidence of us having done so.

### **Data breaches:**

If someone gets hold of your private information from our database without our knowledge, we will immediately review our information storage system and find out how the information had been acquired, as well as informing the Information Commissioner's Office.