



GDPR Web Site Policy for:

Web Sites: www.csandl.co.uk/
and www.soundsystemhireswindon.co.uk/

Business: Collins Sound Systems trading as “Collins Sound & Light”

Trading: Collins Sound Systems trades as a partnership.

Partners: Mr R Collins and Mrs S Collins.

Contact: 30 Upham Road, Swindon. SN31DN. Tel: 07803901989

Email: info@csandl.co.uk

Statement of privacy:

- 1) Our website is used purely for information & promoting the services of Collins Sound Systems.
- 2) We do not collect customer information other than in dealing with enquiries or sales. This relates to a) email addresses, b) phone numbers c) premises/home address and d) names.
- 3) This data (in 2 above) remains on a single non-networked computer within an industry standard software accounts package.
- 4) Paper copies of financial information such as Invoices and statements are held for three years in line with the requirements of current practice.
- 5) No information is passed or sold to third parties.
- 6) Held data is available to customers and enquirers upon request.
- 7) No cookies are used within the operation of the web site.
- 8) Permission will be sought from customers [post GDPR, 25th May 2018] to display pictures of their events on the said websites.
- 9) Web sites will not display recognisable pictures of children or vulnerable adults.
- 10) The web sites will conform to current equality good practice including but not exclusively; race, age, gender, sexual orientation, religion or belief and disability.
- 11) Web sites and this policy statement will be subject to audit according to future government advice, good practice and changes in legislation.