

## Sound Services Personal Data Privacy Notice

01/05/2018

### What is your 'Personal Data'?

Personal data is information that says something about you as an individual, so it will normally include your name, address, email address, telephone numbers and other contact details

### What kind of information do we hold about you?

Apart from information that you give us so that we may fulfil your order we may also conduct online postcode or other searches to confirm your address etc.

We keep records of your purchases, emails and other correspondence so that we may be of future service to you

We do not process or hold any other personal data about you unless you specifically give written consent

Your online, customer not present (telephone order) and customer present payment details are securely processed by Worldpay and PayPal and we do not have or keep any details of your payment cards or bank details unless you specifically give written consent

### Who do we share your personal data with?

Other than payment processors, including Worldpay & PayPal, DPD and other shippers / carriers and our suppliers, such as Monacor UK, AVSL Group and Prolight Concepts, when they send urgent orders direct to you on our behalf we do not share your personal data with any other organisation or individual

### Why do we need your information?

We need to use your personal data in order to:

- Provide quotations and estimates
- Process your order for goods or services
- Provide after sales support
- Assess the quality of our service

The legal basis for this privacy notice is General Data Protection Regulation (GDPR) 25<sup>th</sup> May 2018