

PRIVACY NOTICE OF MELLOW ACOUSTICS LTD

May 2019

Purpose of this notice

We are committed to protecting and respecting your privacy. This notice describes how we process any personal data that you provide to us. Please read the following carefully to understand our practices regarding your personal data and how we will treat it. The rules on processing of personal data are set out in the General Data Protection Regulation (GDPR).

About us

Mellow Acoustics Ltd. is a hi-fi audio company and design consultancy. Our registered office is located at 42 Hale Road, Farnham, Surrey GU9 9QH. For all data matters, please contact us using the contact form on our website <http://www.mellowacoustics.com/contact.html>.

For the purpose of this notice, we are the 'data controller'. This means that we are responsible for deciding how we hold and use personal data about you.

How we may collect your personal data, the kind of information we hold and how it is processed

We obtain personal data about you, for example, when

- you contact us through the website and thus provide us with your name, email address and possibly a telephone number for us to reply to. We will only keep these contact details if you indicate that you would like to receive occasional news or offers. You may opt out of such communications at any time in which case your details will be deleted.
- after purchasing one of our products you send back the warranty card with your contact details on it. They will only be used to verify the warranty. We will only keep these details for as long as the warranty period, unless you indicate that you would like to receive occasional news or offers in which case they will be kept until you indicate that you no longer wish to receive such communications.
- you request information about our consultancy service or engage us to provide our service. Although the personal details will be mainly telephone numbers and email addresses, postal addresses are also required on legal documents such as non-disclosure agreements. We will only use your personal data to carry out our obligations arising from any agreements entered into between you or your employer and us for the provision of our services.
- from third parties and/or publicly available resources such as Companies House, business directories or LinkedIn for example.

All contact details are kept securely only for as long as is needed and are not passed on to any third parties or made public in any way whatsoever unless required by law. We take all reasonable steps to keep your information secure and will notify you within 72 hours of any data breach.