

PRIVACY STATEMENT

First issued August 2018

1. Who we are

1.1 This website, philipstopford.com, is owned and operated by the Administrator, Philip Stopford (we/us/our), an individual operating as a sole trader.

1.2 This Privacy Statement, together with our terms of use, provides an explanation as to what happens to any personal data that you provide to us, or that we collect from you. Our data controller is Philip Stopford.

1.3 The lawful basis on which we process your data is that of consent.

2. Information we collect and how we use it

In operating our website or through other means we may collect and process the following data about you:

2.1 Electronic data, consisting of:

- Personal information that you provide by via the contact form on our website or when you communicate with us by email for any reason.
- Data submitted when you order sheet music from this website.

The data you provide is used solely for its intended purpose. We do not share it with any third parties, and it is not used for re-marketing, profiling or any other purpose.

2.2 Data submitted to us via email will be stored in standard email software by the Administrator, and perhaps forwarded to relevant staff members. Emails will be periodically deleted once their purpose is served.

2.3 Online orders

Our website is hosted on a fully encrypted server so you can safely enter any details required. Your data is used solely for processing your order, is not retained any longer than necessary, and is not used for any marketing purposes.

2.4 Payment gateway

When you order sheet music your data is securely passed to and processed by a third party payment gateway operated by PayPal, who have strict data protection policies in place. Orders are administered within this secure environment.

3. Retention of data

We are required by law to hold invoice data for seven years, and this will include some or all of your contact data. At the end of this period any personal data is securely destroyed or deleted, although an anonymous record of the order may be retained.

4. Email security

We use Transport Layer Security (TLS) to encrypt and protect email traffic. If your email service does not support TLS, you should be aware that any emails we send or receive may not be protected in transit. We will also monitor any emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law.

5. Social Media

Our Facebook page is managed by Facebook, who are fully compliant with GDPR rules. Their policy can be found [HERE](#).

6. Use of cookies

6.1 No third party cookies are used on the website.

6.2 PayPal shopping basket – a first party cookie strictly necessary to complete an order, this will self-delete following completion of order or browsing session.

6.3 Without using cookies we do gather anonymous data which provides statistical information regarding the use of our website. This statistical data does not identify any personal details whatsoever.

7. Third party links

7.1 Should you find any links to third party websites on our website please note that these websites should have their own privacy notices which you should check. We do not accept any responsibility or liability for their policies whatsoever as we have no control over them.

7.2 External websites we link to may also use cookies over which we have no control. Such cookies (if used) would be downloaded once you click on our link and arrive at an external website, assuming there is no option to decline their use.

8. Your rights to access

8.1 Under the General Data Protection Regulations, you have certain rights regarding your data.

- You have the right to ask us for a copy of any data we hold about you.
- You have a right to have any data that is incorrect, corrected.
- You have the right to object to the use of your data.
- You have the right to have your data provided to you to take elsewhere in a suitable format.
- You have the right to have your data deleted in certain circumstances.
- You have the right to lodge a complaint about the use of your data with the Information commissioner.

If you wish to exercise any of these rights, please contact us using the details below.

8.2 Details for the information commissioner and making a complaint can be found on the Information Commissioner's website at www.ico.org.uk.8.

9. Disclosing your information

We may disclose your personal data when required to do so by law, for example to HMRC for tax purposes or to police forces for the prevention and detection of crime.

10. Contacting us

For all matters concerning the privacy and processing of any personal data please contact Philip Stopford:

By mail:

Christ Church
17 Sagamore Road
Bronxville,
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10708
United States

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