

# WildGoose Privacy Policy

Last reviewed 20/05/2018.

## Introduction

At WildGoose, we are committed to maintaining the trust and confidence of our visitors to our web site. We do not sell, lease or trade mailing lists with other companies and businesses. This document provides information on when and why we collect your personal information, how we use it and how we keep it secure.

WildGoose acts as a Recording Studio, a Record Label and Mail-Order company. In conducting this business, it holds personal data related to musicians who record, customers who place orders and people who work at radio stations and magazines receiving promo copies of albums when they are released.

## What data do we collect?

We collect the personal data required for us to process orders placed on our website, wildgoose.co.uk. This includes client name and address, delivery address (optional), e-mail address and telephone number when necessary.

## What other personal data do we store?

Our album catalogue is online. Information on each album contains personal data (ie biography, musical history) relating to the artists who perform on that album.

We store order and e-mail data from our customers

We store postage label information for promotional mailshots to radio stations and folk magazines.

### How long do we keep data?

Order data is kept for 7 years as required by UK law.

Catalogue data is kept for as long as the album remains in the catalogue. This could be 10 years or more.

E-mail data is periodically archived.

Mailshot postal label lists are on-going. They are updated when relevant new stations/magazines are created and when they close down (if we know).

### How do we protect the data?

The data is kept on password protected PCs in the WildGoose Office. Backup is done to an in-house back up device in the same office. The only people who have access to the office are the owners (Douglas and Susan Bailey). The office has high quality mortice locks and a security light.

### Do we have a function/ reason for every piece of data we collect?

Yes All data held is needed to despatch orders, service order queries and to promote featured artists and their albums.

### What is the process if someone asks to be deleted from our database?

Data subjects are entitled to view, amend, or delete the personal information that we hold. To do so, requests should be emailed to our data protection officer [Susan Bailey) at [susan.bailey@wildgoose.co.uk](mailto:susan.bailey@wildgoose.co.uk)