

Arran Sound and arransound.com treat your privacy rights seriously. This document sets out how we will deal with your personal information.

INFORMATION THAT WE COLLECT

When you contact us by telephone, email or letter, you may be asked to provide certain information. This includes:

Name
Address
Email Address
Telephone Numbers

All the information collected is obtained directly from you. The information will generally be collected via contact forms. When you provide your personal information for any purpose we will also ask that you provide consent for us to store and use your data. This is required in order to ensure our compliance with data protection legislation.

HOW WE USE THE INFORMATION?

We use your personal information:

To provide our activities and services to you
For administration, planning and management of our services
To communicate with you about matters related to Arran Sound, arransound.com

Our preferred method of communication is by email. Your email address is used to inform you about our services. Your postal address is used only to send you any mail if you have no email address. Your phone number is used to contact you for matters relating to Arran Sound arransound.com.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We may disclose information about you, including your personal information internally, to Trustees as required to facilitate your participation in our activities.

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We need to keep your information so that we can provide our services to you. In most instances information about you will not be stored for longer than 12 months.

HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED

To ensure the information we hold is accurate and up to date, if there are any changes to your personal information you can inform us by email. You can do this by contacting us at arransound1.com at any time.

Should you wish to view the information that we hold on you, or ask for this information to be deleted, you can make this request by contacting us at the email address above.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

Information is stored securely using password protection and secure cloud systems and is accessible only by Trustees.