

Privacy Policy

This Privacy Policy sets out the basis on which we will process your personal data when using Clee-J services. This includes that which we collect when you enquire about and/or hire Clee-J's DJ services, when you purchase tickets and/or attend Clee-J events, and when you subscribe to Clee-J's newsletter.

Our privacy commitments

* We will only collect, keep, use and share Personal Data for legitimate business purposes.
* We will be as clear and open as we can with you on what Personal Data we collect and how it will be processed.
* For as long as we maintain records of your Personal Data, we will protect it with appropriate safety measures.

We use your Personal Data:

* For the administration of your request for Clee-J's services or events and to contact you about your purchase or in order to provide the service.
* To contact you with marketing messages which you have requested or agreed to receive from us via a newsletter sent no more frequently than once a month.
* To contact you with surveys and feedback requests (for example relating to an event you attended).

We collect the following personal data directly from you during the process of your requesting and/or hiring Clee-J's DJ services or when attending Clee-J events. Our legal basis for the collection and processing of this data is the provision to you of the services requested and/or purchased.

* Your name
* Phone number
* E-mail address
* Home address (when this is where Clee-J services are to be provided to)

When signing up to Clee-J's mailing list via Clee-J.com (hosted by WIX.com), Clee-J's facebook page (DJCLEEJ), as an opt in option when booking event tickets via www.Bookitbee.com, during e-mail correspondence or via my booking form we collect the following information:

* E-mail address
* Full name (optional)

When booking via a ticket agency for one of Clee-J's events we indirectly receive booking information (e-mail, no payment details) which we use in order to provide the service to you (eg. event information) and run our business (eg. Accounting).

## **Google Analytics**

Google Analytics, a web analytics service provided by Google, Inc. (“Google”) also places cookies on your computer, to enable Google to provide us with activity reports relating to the Sites. Google uses this data only to provide us with information on how users use the Sites and does not associate your IP address with any other data held by Google. The information generated by Google cookies about your use of the platform (including your IP address) will be transmitted to and stored by Google on servers in the United States. You may refuse these cookies by selecting the appropriate settings on your browser or by downloading and installing the browser plug-in available under <https://tools.google.com/dlpage/gaoptout?hl=en-GB>.

Clee-J.com will not sell your information. We will not share your information with any third party except as stated in this Privacy Notice or as required to operate the Sites, provide our services to you and administer your account.

# DATA PROCESSORS

We use third party processors to collect, export, process and store Personal Data on our behalf. The processors we use currently are the following:

1. Ticket Seller: www.bookitbee.com
2. Mailing List: MailChimp
3. Social Media Platform: Facebook, some data centres located in the U.S. Privacy Shield Certified.<https://www.facebook.com/privacy/explanation>
4. Survey Tool: Survey Monkey, located in the U.S. Privacy Shield Certified.<https://www.surveymonkey.com/mp/policy/privacy-policy/>
5. Web Management Tools: Google Analytics, located in the U.S. Privacy Shield Certified. <https://www.google.com/policies/privacy/>
6. Web hosting : [www.wix.com](http://www.wix.com/)
7. E-mail accounts: www.yahoo.com and www.mail.com

Your information is held on the secure sites mentioned above, on a password protected computer (booking forms) and phone numbers and first names on a password protected mobile phone.

We will maintain records of your Personal Data for as long as you remain a registered subscriber to our mailing list or as long as is necessary to provide our services to you and run business administration. Your phone number will be deleted from telephones once services have been provided.

You can unsubscribe from our marketing communications at any time by following the link in the footer of the last email you received from us or by sending your request with detailed instructions to clee-j@mail,com.

You have the right to update and correct the personal information on your account. You also have the right to request from us all personal information that we hold that relates to you, to request restriction of the processing of that data and to request that we delete that data. You also have the right to object to our continued processing of your personal data. If you have a complaint about the way in which we use your personal information you have the right to complain to the Information Commissioner www.ico.gov.uk.

If you would like to know what information we hold about you or if you have any other queries or complaints in relation to this Privacy Notice, or our Sites, our contact details are as follows:

Cleo Felstead

clee-j@mail.com

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