

Privacy Policy

This is the privacy policy for A&G Songs Ltd. ("**A&GSync**", "**A&G**" "we", "our", "us"). This Policy explains how we use personal information, and what we do to ensure it is kept private and secure and not shared with any third parties.

1. WHO WE ARE

A&G Songs of Unit 23, Tileyard Studios, Tileyard Road, London, N7 9AH. You may also know us by our trading name "**A&GSync**" or "A&G Brands". For the purposes of data protection law, we will be a controller of the personal information we hold about you. This means we make decisions about how and why your information is used, and have a legal duty to make sure that your rights are protected when we do so.

As a subscription and b2b service, we should not require you to re-confirm your subscription.

We will only ever use your email address to contact you via this method; we will not use it for remarketing or share it with any other third party.

You are able to unsubscribe using the link at the footer of the email. If you would like to exercise your right to be fully deleted from our system, just email and we will do so manually.

If you have any questions about our Privacy Policy, please contact us by writing to us at our registered address given above, or contacting us via e-mail at sync@agsyncmusic.com.

2. THE DATA IS COLLECTED

A&G Songs Ltd. is under certain legal obligations towards you in the way we deal with any data we collect from our clients. We will only collect minimal contact information fairly and let you know how we will use it.

Signing up to our newsletter or enquiring via our contact page does not result in unsolicited, junk or 'spam' mail nor does it result in adware or spyware. As we are a subscription / b2b company we only ever collect contact information that is supplied to us such as email addresses.

When you contact us via our Website, we will ask for the following personal information about you:

- your name;
- your contact details (e-mail address);
- your place of work;
- your telephone number;

The information that you provide about yourself to A&G Songs will only be used for the internal workings of the company and to communicate with you. This does not apply to third party sites. A&G Songs Ltd. will adhere to current UK legislation and aim to meet current Internet best practice.

We enable you to remain informed if any of these terms and conditions or privacy policies change. In the case that you no longer accept any revised conditions you will be able to unsubscribe from the service at any time.

We reserve the right to track and monitor newsletters sent to clients and users. We track the open rate and location using your IP number.

Finally, if you have interacted with us via social media e.g. by liking our Facebook page, or connecting with us on Instagram, we may contact you via those platforms.

3. COOKIES

A cookie is a small file of letters and numbers that we store on your browser or device if you agree. We use the following types of cookies:

- a. Strictly necessary cookies. These are cookies that are required for the operation of our Website. They include, for example, cookies that enable you to log into secure areas of our Website.
- b. Analytical/performance cookies. These cookies allow us to recognise and count the number of visitors.
- c. Social Media Sharing Buttons. We do use sharing buttons in order to make it easier for you to follow our content via your social media pages. These buttons are third-party cookies which are placed onto your device when you visit our Website. Even without you clicking on the relevant sharing button, these sites are aware that you have visited our Website, and may use this information when building their profile of you, and deciding what advertisements you might like to see. You should check the respective policies of each of these social networks to see how exactly they use your personal information. This process does not involve us collecting or storing any of your personal information ourselves.

4. HOW WE USE YOUR DATA

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- a. with your consent;
- b. where we need to perform a contract with you e.g. regarding a music licence
- c. to build up marketing profiles internally
- d. where we need to comply with a legal or regulatory obligation.

We will hold your personal information on our internal systems for as long as you use our service you have requested, and remove it in the event that the purpose has been met. We will ensure that all personal information supplied is held securely, in accordance with the Data Protection Act 1998.

You have the right to request a copy of the personal information A&G Songs holds about you and to have any inaccuracies corrected. Please address requests to sync@agsyncmusic.com.

Given that the Internet is a global environment, using the Internet to collect and process personal data necessarily involves the transmission of data on an international basis. Therefore, by browsing the Record of the Day Site and communicating electronically with us you acknowledge and agree to our processing of personal data in this way. The Site contains links to third party content; Record of the Day does not take responsibility for the privacy policy of these sites.

Record of the Day complies with the Data Protection Act.

You are able to unsubscribe using the link at the footer of the email. If you would like to exercise your right to be fully deleted from our system, just email sync@agsyncmusic.com and we will do so manually.

Your data will be treated in accordance with applicable data protection law. It will not be disclosed to anyone outside of A&G, our group, and any other parties.

5. LEGITIMATE INTERESTS

We may rely on legitimate interests to process your personal information, provided that your interests do not override our own. Where we rely on legitimate interests, these interests are:

- a. to keep our records updated and to study how our Website and other services are used;
- b. to administer and protect our business and web presence (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting);
- c. to inform our marketing strategies; and
- d. to grow our business.

7. STORAGE AND RETENTION & KEEPING YOUR PERSONAL INFORMATION SAFE

Where we store your personal information

Electronic data and databases are stored on secure servers in the United Kingdom.

How long we keep it

We collect and store personal information for purposes connected with our business. As such, we will only retain your personal information for as long as necessary for those purposes.

Will take all reasonable steps to ensure the security of the data we hold. We will make our best endeavours to prevent loss or alteration to all data.

11. UPDATING THIS POLICY

We may update this Policy at any time. When we do, we will post a notification on our Website and we will also revise the updated date at the bottom of this page. We encourage users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we hold.

This policy was last updated on 23rd May 2018