

## Data Protection Information

Saffron Choral Prompt uses and holds customers' personal data purely for the purpose of dispatching current orders and being able to send future orders.

**Hard copies** are held in a safe place in the PROMPT office and accessed solely by members of the PROMPT staff, as follows:

- \* Names, addresses and telephone numbers.
- \* Titles of music and number and type of vocal parts ordered by date.

**Electronic copies** are held in the PROMPT office on a single lap-top, password-protected and accessed solely by members of the PROMPT staff as follows:

- \* Names, invoice number and payment details on an Excel spreadsheet.
- \* Email addresses of customers who have enquired or ordered by email.

To comply with the legislation of May 2018:

No personal data is ever passed on to anyone else by PROMPT.  
No personal data is accessible to anyone else via our website.  
Customers have the right at any time to request copies of their data, which PROMPT will provide within 28 days of receiving a written request.  
Customers also have the right at any time to request PROMPT to remove their personal data from electronic or hard copies stored by PROMPT.

April 2018