Document Name	External Privacy Notice
Author	Managing Director
Revision Date	Annually

What is this privacy policy for?

Get Carter Productions specialise in Radio Audio Productions and want to demonstrate our commitment to protecting your privacy. It is very important to us that you should be able to use and enjoy our website and any information you may receive from us, without having to compromise your privacy. This privacy policy explains how we use any personal information we collect about you when you use our website and email distributions.

Topics covered

- What information do we collect about you
- How will we use the information about you and how is this stored
- Marketing / Information
- Access to your information and correction
- Rectifying Data
- Changes to our privacy notice
- Lodging a complaint
- How long is data held
- How to contact us

What information do we collect about you?

Get Carter Productions does not collect any information about you when you access our website, we do not use cookies and we have no links to any other websites. We may get information from you via your business card, links requests via social media or web enquiries.

How we will use the information about you?

If we link with you and/or you click to "follow" Get Carter Productions on sites such as linkedin we will only store information which allows a member of our senior team to email you. You will be issued with our Privacy Notice and we advise you of our options to stay in touch with us and how to provide your consent to us.

All our business contact information is stored in our Customer Relationship Management systems held on our server. Access to this data is purely restricted to those members of our team who maintain the relationship with you and is controlled through security profiles.

We do not have any links with any other organisations based in UK or within the European Union therefore no data will be transferred to third countries and/or third parties.

Marketing/Information

We do not launch marketing campaigns. If you have connected with us and consented to receiving newsletters this is the only information you will receive from us and you may opt out at a later date, by "unfollowing" and/or unsubscribing.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us at the following address matthew@getcarterproductions.co.uk. We do make a small charge for this service and depending on the information you require we will advise you of any cost.

Rectifying Data

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Changes in our privacy policy

We keep our privacy policy under regular review and we place any updates on our website page. This policy was updated and released on 1st May 2018.

Logging a Complaint

If you are dissatisfied with Get Carter Productions in relation to the data we hold, you have the right to complain to the information commission's officer and/or our data protection officer, matthew@getcarterproductions.co.uk.

How long is data held for business partnerships

If you have decided you do not want to connect with us, we will hold your data for a period of 1 year from the date of the last contact.

If you have previously had a contractual obligation we will hold a copy of the contractual details for a period of 6 years from the end date of the relationship.

How to contact us

Please contact if you have any questions about our privacy policy or information we hold about you:

Email us @ audio@getcarterproductions.co.uk
Or write to us at : 7 Keel Row, The Watermark, Gateshead, NE119SZ