

# PRIVACY POLICY

SPIRIT MEDIA and their partners respect your privacy and manage your personal data in accordance with applicable data privacy regulations. This privacy policy explains how we use any personal information we collect about you when you visit this website.

## Topics:

- What information do we collect about you?
- How will we use the information about you?
- Marketing
- Access to your information and correction
- Cookies
- Other websites
- Changes to our privacy policy
- How to contact us

## What information do we collect about you?

We collect information about you when you register with us. We also collect information when you voluntarily complete customer surveys, provide feedback and participate in competitions. Website usage information is collected using cookies.

## How will we use the information about you?

We collect information about you to process your order, manage your account and, if you agree, to email you about other products and services we think may be of interest to you. We use your information collected from the website to personalise your repeat visits to our website.

SPIRIT MEDIA will not share your information for marketing purposes with companies outside SPIRIT MEDIA.

## Marketing

We would like to send you information about products and services of ours and other companies in our group which may be of interest to you. If you have consented to receive marketing, you may opt out any time. You have a right to stop us from contacting you for marketing purposes or giving your information to members of SPIRIT MEDIA. If you no longer wish to be contacted for marketing purposes, please email [info@spirit-media.com](mailto:info@spirit-media.com).

## Access to your information and correction

SPIRIT MEDIA recognizes your rights surrounding personal data. As such, we understand that you have the right to:

- Request access to all personal information being stored.
- Rectify any inaccuracies in the information.
- Delete any or all of your stored personal data.
- Know who your data is used by, and where it was collected from.
- Transfer your data to another organization.
- Dispute decisions made by automated systems regarding the processing of your data (if in use).
- Object - you have the right to complain about us if you feel we have not adequately protected your data.

Your data security is important to us, so we may need to contact you to verify your identity in order to process your request. We aim to respond to all requests as quickly as possible, and will do so within one month at maximum. Your request will be provided in an electronic format where possible.

If you wish to manage any of your personal data held with us, please direct your e-mail to [info@spirit-media.com](mailto:info@spirit-media.com)

If you believe we have failed to comply with your rights in accordance with GDPR privacy legislation, you may report your concern to the Office of the Data Controller - <https://ico.org.uk/concerns/>

## Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitors use of the website and to complete statistical reports on the website activity. For further information visit: [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org) .

### **Other websites**

This website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

### **Changes to our privacy policy**

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 22- May 2018.

### **How to contact us:**

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

- By email: [info@spirit-media.com](mailto:info@spirit-media.com)
- Or write to us at: Spirit Media, 3-7 Herbal Hill, London EC1R 5EJ