

## **Privacy Policy**

Our privacy policy relates only to information that we obtain from you. We do not store credit card details, nor do we share customer financial details or pass your information to third parties. We do not pass your information to any linked web sites. If you visit a web site operated by a third party through a link included on this web site, your information may be used differently by the operator of the linked web site.

The information you provide to us when using this web site will be processed for the following reasons: to process any request for advice or information to be supplied by us; to send you our newsletters and notify you of our products and services; to track the volume of traffic to the various sections of the site; to comply with our statutory and regulatory obligations.

The type of information we will collect about you includes: your name; your company name; your phone number; your email address; your query; details about the pages you visit. We will never collect sensitive information about you without your explicit consent.

We may contact you, including by email or telephone, to tell you about our services.

When you visit our web pages, tracking technologies may automatically record information about you. This information does not identify you personally. We automatically collect and store only the following information about your visit: • the internet domain and IP address from where you access our web site; • the type of browser software and operating system you use to access our web site; • the date and time you access our web site; • the pages you enter, visit and exit on our web site; and • if you linked to our web site from another web site, the address of that web site.

## **Security of your Personal Information**

Your personal information is never shared with outside parties without your permission, except under conditions explained above, and data is stored in password-controlled servers with limited access.

Our Website uses secure socket layer (“SSL”) encryption to protect your personal information whenever it is collected or transmitted. No one can see or edit your personal information without knowing your username and password, so do not share these with others. If you believe that an unauthorized person has gained access to your username and/or password, please notify us immediately by contacting us.

All of the information that is collected will be handled in accordance with the General Data Protection Regulation and the Data Protection Act 2018.

## **Access to your Personal Information**

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen. Your contact info is retained via opt-in, only.

You may request details of personal information which we hold about you under the Data Protection Act 2018. A small fee will be payable. If you would like a copy of the information held on you, please request it using the Get A Quote form on our website.

If you believe that any information we are holding on you is incorrect or incomplete, please email [ali@blacknotetranscriptions.com](mailto:ali@blacknotetranscriptions.com) as soon as possible. We will promptly correct any information found to be incorrect.

## **Use of Cookies**

Our site does generate certain kinds of non-identifying site usage data, such as the number of hits and visits to the site.

This information is used for internal purposes only. The statistics contain no personal information and cannot be used to gather such information. The site uses cookies to help you personalise your online experience. A cookie is a text file that is placed on your hard disk by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you and can only be read by a web server in the domain that issued the cookie to you. You can accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the Website or our services.