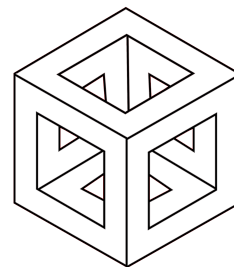


# IN A BOX RECORDS

## PRIVACY POLICY

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### 1. Introduction

As an independent small business, we do everything we can to provide a unique and useful service to our clients and followers. Doing this often requires us to collect, store and analyse your personal data. Your privacy and the security of your personal data is, and will always be, enormously important to us. We therefore want to transparently explain how and why we use your personal data - as well as outline the controls and choices you have around when and how you choose to share your personal information.

### 2. Your rights

You may be aware that a new European Union law, called the General Data Protection Regulation or "GDPR" gives certain rights to individuals in relation to their personal data. These rights are only applicable in certain circumstances. The rights afforded to individuals are:

- The right to be informed about the processing of your personal information.
- The right to have your personal information corrected if inaccurate.
- The right to object to processing of your personal information.
- The right to restrict processing of your personal information.
- The right to have your personal information erased.
- The right to request access to your personal data and information on how it's processed.
- The right to move, copy or transfer your personal information.
- Rights in relation to automated decision making which has a legal, or other significant effect.

### 3. How do we collect your personal data?

The personal information we hold on you has been submitted to us, by you, either via direct communication, or by an online form which you have completed through our website. We may also collect data from partner companies where you have given explicit permission for your data to be shared.

#### 4. What personal data do we collect from you?

Personal information which we process in connection with our products and services are as follows:

- **Personal & contact details** such as full name, address, email & phone number.
- **Your DoB, gender & age**
- **Professional names and info** such as job title, aliases and stage names.
- **Professional partners & collaborators** if required to provide products or services.
- **Professional works** such as songs, recordings and performances.
- **Products & services** you purchase, have purchased, or are interested in purchasing from us.
- **Contracts** between us or with other parties that are relevant to products & services provided by us.
- **Links** to online profiles and pages belonging to you.
- **Financial details** such as bank details, which are only held when you are due royalty payments from us.

#### 5. What do we use your personal data for?

The data we collect and process is used in the following ways:

- To effectively provide and improve our products and services.
- To make decisions on whether we are able to offer a product or service to you.
- For market research and analysis.
- To develop new products and services.
- To create relevant documents and contracts.
- To make and collect payments.
- To communicate information, content, opportunities, promotions, competitions and research with you.

#### 6. Sharing your personal data

We will never sell your data to any third party. The information we store for you may be shared with other 3rd parties however, if it is required to provide a product or service which you have requested to you and where products and services are provided in collaboration with, or by, that 3rd party.

#### 7. Data retention & deletion

We will hold your personal data for as long as products and/or services are required by you. Following the expiration of such products and services, your information may be held for a maximum of 26 months, unless you request for it to be deleted.

## **8. Links & shared content**

We may collaborate with third parties or share content that links to third-party websites. We cannot control or be held responsible for third parties' privacy practices and content.

## **9. Keeping your personal data safe**

We are committed to protecting our users' personal data. We implement appropriate technical and organisational measures to help protect the security of your personal data; however, please note that no system is ever completely secure. Should we ever become aware of a breach to your personal data, you will be notified within 72 hours.

## **10. Changes to this policy**

We may occasionally make changes to this policy. When we do, we will notify you by email. Please make sure you read any such changes carefully.

## **11. How to contact us**

If you would like to make a data request of any kind or have any questions relating to this policy, please get in touch via email: [management@inboxrecords.com](mailto:management@inboxrecords.com).