

## **Creation X Recording – Privacy Notice**

Creation X Recording (“the Studio”) is committed to protecting your privacy in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This notice explains how we use and protect any personal information you provide when you use our services.

### **1. Information We Collect**

We may collect: - Your name and contact details (such as phone number and email address) when you make a booking or enquiry.  
- Payment information when processing deposits and balances.  
- Session details for scheduling and record-keeping.

### **2. How We Use Your Information**

We use your information to: - Manage bookings and provide recording services.  
- Process payments and issue invoices.  
- Communicate with you about your sessions or projects.  
- Keep internal records for accounting and business purposes.

### **3. Sharing Your Information**

- We do **not** sell or share your personal information with third parties for marketing purposes.
- We may share limited information with service providers (e.g. payment processors) when necessary to complete a transaction.
- We may disclose information if required by law.

### **4. Data Storage & Retention**

- Your contact and booking details are stored securely.
- We keep booking records and related information for up to **6 years** for tax and accounting purposes.
- Audio session files are retained in line with our Terms & Conditions (12 months).

### **5. Your Rights**

Under UK GDPR you have the right to: - Request a copy of the personal data we hold about you.

- Ask us to correct or update your information.
- Request deletion of your personal data, where legally possible.
- Withdraw consent for us to use your information (where consent is the legal basis).

## **6. Contact**

If you have any questions about this Privacy Notice or how your data is handled, please contact:

### **Creation X Recording**

Email: [creationxrecording@gmail.com](mailto:creationxrecording@gmail.com)