

Privacy Policy

Last updated: [06/11/2025]

1. Who We Are

AM Music (“we,” “our,” or “us”) provides professional podcast editing, audio production, and related services.

We are committed to protecting your privacy and ensuring that your personal and project information is handled responsibly.

Website: <https://www.ammusic.co.uk>

Email: adam@ammusic.co.uk

Business address: Belmont, Hollow Road, Felsted, Essex, CM63JF

2. Information We Collect

We collect and process personal data necessary to deliver our services effectively. This may include:

Personal and Contact Information

- Name, email address, phone number, company name, and billing address.

Project and Audio Files

- Audio or video recordings, project files, and related content that you share for editing, mixing, or production purposes.

Payment Information

- Payment and transaction data (processed securely via our payment provider — we do not store full card details).

Communication Data

- Emails, messages, and notes exchanged during the course of your project.

Website and Usage Data

- Data such as IP address, browser type, device information, and pages visited, collected via analytics tools or cookies.
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3. How We Use Your Information

We use your information to:

- Provide, manage, and deliver podcast editing and production services.
- Communicate about your project, including feedback, revisions, and delivery.
- Process invoices and payments securely.
- Maintain internal records and improve service quality.
- Send service updates or marketing messages (only if you have opted in).
- Comply with legal, tax, or accounting obligations.

We do **not** use your project content for marketing or portfolio purposes without your explicit consent.

4. Legal Bases for Processing

Under the UK GDPR, we process your data on the following bases:

- **Contract:** To provide the services you've requested.
- **Consent:** When you opt in to receive marketing or updates.
- **Legitimate interest:** To operate and improve our business and client experience.

- **Legal obligation:** To comply with recordkeeping or tax requirements.
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5. How We Store and Protect Your Data

We take data protection seriously.

- All project files are stored on secure, password-protected systems (e.g., cloud storage such as Google Drive or Dropbox with two-factor authentication).
- Only authorized personnel have access to client files.
- Files are deleted or archived responsibly after project completion, typically within [e.g., 6–12 months] unless otherwise agreed.

We use appropriate technical and organizational measures to protect against unauthorized access, loss, or misuse.

6. Sharing Your Information

We do not sell or rent your personal data.

We may share information with:

- **Trusted third parties** (e.g., payment processors, file-sharing platforms, and hosting providers) who assist in delivering our services.
- **Professional advisors** (e.g., accountants or legal advisors) when legally required.

All third parties are bound by confidentiality and data protection agreements.

7. International Transfers

Some tools or service providers we use (e.g., cloud storage or email systems) may transfer data outside the UK or EEA.

When this occurs, we ensure appropriate safeguards are in place, such as standard contractual clauses approved by the UK ICO or European Commission.

8. Your Rights

You have the right to:

- Access, correct, or delete your personal data.
- Withdraw consent at any time.
- Object to or restrict certain processing activities.
- Request a copy of your data in a portable format.
- File a complaint with the **Information Commissioner's Office (ICO)** if you believe your data has been mishandled.

To exercise these rights, please email us at **[Insert contact email]**.

9. Cookies and Website Tracking

We use cookies to help improve website performance and analyze visitor behavior.

You can manage or disable cookies in your browser settings.

For more information, please see our [Cookie Policy] (if available).

10. Data Retention

We retain personal and project data only for as long as necessary to:

- Complete your project,
- Maintain legal or accounting records, and
- Provide aftercare or follow-up services.

Once no longer needed, data is securely deleted or anonymized.

11. Updates to This Policy

We may update this Privacy Policy from time to time.

All changes will be posted on this page with a revised “Last updated” date.

12. Contact Us

If you have any questions about how we handle your data, please contact:

AM Music

 adam@ammusic.co.uk

 <https://www.ammusic.co.uk>