

Privacy Policy (Version 1)

This privacy policy sets out how DJ Admin uses and protects any information that you give DJ Admin. We are committed to ensuring that your privacy is protected; any information you provide will only be used in accordance with this privacy policy.

DJ Admin may change this policy from time to time by updating this page (www.dj-admin.co.uk/privacy). This policy is effective from 10th April 2018.

What We Collect

When you register to have access to the preview system we collect your name, email address, phone number and IP address.

When you register for the full system we will also collect further personal information, including your address and social media profiles.

What We Do With The Information We Gather

We require this information to allow you access to either the preview or full system. We will contact you to help you setup and understand the system.

If you register for the preview system we will contact you to see how we can help you and send you updates on how the full system could help you.

If you are a subscriber to the full system we will send you important service updates as necessary.

If you have agreed to be added to our newsletter list we will send you periodic updates.

IP addresses are routinely collected and stored for security purposes.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect and store online. As a result we have a minimum password criteria for anyone with access to the preview or full system.

Controlling Your Personal Information

Personal information held by DJ Admin is controlled under the terms laid out in this document. We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the General Data Protection Regulation (previously under the Data Protection Act 1998). If you would like a copy of the information held on you please write to:
DJ Admin, 42 Hedgers Way, Kingsnorth, Ashford, Kent, TN23 3GN.

Removing Your Personal Information

You may choose for your details to be removed from our system at any time by writing to us or emailing us via the website (www.dj-admin.co.uk). Please note that if you have signed up to the preview system your access will be revoked as a result.

If you are a subscriber to our service we require your contact details to contact you about the system. Therefore the removal of your personal details will result in the termination of your access to the system, but will not cancel any contract therefore any monies owed will still be pursued.

Raising A Complaint

If you believe that any information we are holding about you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

If you are not satisfied with the response to a complaint from DJ Admin you may contact the Information Commissioner's Office (<https://ico.org.uk/concerns/>).

End of Document: 10th April 2018