# **Privacy Policy**

Last updated: 07/07/2023

The Music Concierge UK ("us", "we", or "our") operates https://themusicconciergeuk.github.io (the "Website"). This page informs you of our policies regarding the collection, use, and disclosure of Personal Information we receive from users of the Website.

We use your Personal Information only for providing and improving the Website. By using the Website, you agree to the collection and use of information in accordance with this policy.

#### Information Collection and Use

While using our Website, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally identifiable information may include, but is not limited to, your name, email address, and phone number ("Personal Information").

We collect this Personal Information for the purpose of responding to users' enquiries and addressing them appropriately. Your name will be used to address you personally, and your email address or phone number will be used to respond to your enquiries or contact you as necessary.

## Data Storage and Security

We store the collected Personal Information in Google Sheets and Google Forms, which are cloud-based platforms provided by Google. These platforms provide industry-standard security measures to protect your data. However, please be aware that no method of transmission over the internet or electronic storage is 100% secure and reliable, and we cannot guarantee its absolute security.

## Third-Party Disclosure

We do not share your Personal Information with third parties directly. However, please note that when your data is stored in Google Sheets and Google Forms, it is subject to Google's privacy policy and terms of service. We recommend reviewing their policies for more information on how Google handles your data.

#### YouTube Videos

Our Website may include embedded YouTube videos. These videos are directly embedded from YouTube and may collect certain usage data, as governed by YouTube's privacy policy. We do not have control over the data collected by YouTube through their embedded videos. We recommend reviewing YouTube's privacy policy for more information on how they handle such data.

### Changes to This Privacy Policy

We may update this Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page. You are advised to review this Privacy Policy periodically for any changes.

#### Contact Us

If you have any questions about this Privacy Policy, please contact us at themusicconciergeuk@gmail.com.