#### Who we are:

Green Wave Productions Ltd, Unit 1, Conway Court, Clarendon Road, Hove, East Sussex, BN3 3WR.

Our website address is: http://www.greenwaveproductions.co.uk.

What personal data we collect and why we collect it:

Green Wave Productions collects the information below for the sole purpose of dealing with enquiries, promotions and analytic analysis.

– [ ] Name – [ ] Email <i>i</i>	Address
- [ ] Phone - [ ] Messa	

# **Third-Party Websites and Applications:**

YouTube is used by Green Wave Productions to show video content. Cookies are set by YouTube to track usage of its services. The YouTube cookies are only installed when the user presses play.

#### **Links to External Websites:**

Visitors are provided with the option to navigate to external websites. When a visitor selects the option to view the content from these websites, they are taken away from Green Wave Productions to other sites where a variety of cookies may be used. We cannot be responsible for the protection and privacy of any information which you provide while visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### **Analytics:**

Google Analytics

Green Wave Productions uses Google Analytics, a web analytics service provided by Google, Inc. Google Analytics uses cookies to help analyse how individuals use websites they visit. Non-personal information generated by this cookie about your use of Green Wave Productions is transmitted to and stored by Google on servers in the United States. Google does not associate your IP address with any other data held by Google. Google uses this information to understand how you use our site, and compiles reports on this activity to help us improve for our users. By using this site, you consent to the processing of data about you by Google for these purposes.

## How long we retain your data:

For users that contact Green Wave Productions via our website, we store the personal information they provide via a contact form. All users can request to see, edit, or delete their personal information at any time. Green Wave Productions will retain your data indefinitely for the sole use of replying to enquiries.

If Green Wave Productions provides any paid for services to you, we are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed. Your information we use for marketing purposes will be kept with us until you notify us that you no longer wish to receive this information.

We would like to send you updates and information about products and services of ours and other companies which may be of interest to you. If you have consented to receive marketing, you may opt out at a later date. You have a right at any time to stop us from contacting you for marketing purposes or giving your information to other parties.

If you no longer wish to be contacted for marketing purposes please email <a href="mailto:pete@greenwaveproductions.co.uk">pete@greenwaveproductions.co.uk</a> and write 'Please stop sending me marketing information'.

## What rights you have over your data:

You can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

## Where we send your data:

Green Wave Productions does not share your information with any third parties.

## How we protect your data:

Green Wave Productions use anti-virus software on all computers at Green Wave Productions. Green Wave Productions will contact all parties informing them the details of a data breach if one occurs.

## Our contact information:

Green Wave Productions Ltd, Unit 1, Conway Court, Clarendon Road, Hove, East Sussex, BN3 3WR.

## Additional information:

To report an incident of abuse, please email