

PETE STEEGE MUSIC

Privacy Policy

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Document Information

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For queries regarding these terms and conditions:

Email: accounts@petesteege.com

Web: <https://www.petesteege.com>

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A. Privacy Policy

This Privacy Policy describes the policies of Pete Steege Music, email: hello@petesteege.com, on the collection, use and disclosure of your information that we collect when you use our website (<https://www.petesteege.com>). (the "Service"). By accessing or using the Service, you are consenting to the collection, use and disclosure of your information in accordance with this Privacy Policy. If you do not consent to the same, please do not access or use the Service.

We may modify this Privacy Policy at any time without any prior notice to you and will post the revised Privacy Policy on the Service. The revised Policy will be effective 180 days from when the revised Policy is posted in the Service and your continued access or use of the Service after such time will constitute your acceptance of the revised Privacy Policy. We therefore recommend that you periodically review this page.

B. Information Collected:

The following information maybe collected and processed:

- Name
- Email
- Mobile
- Social Media Profile
- Address
- Work Address

C: How Your Information is Used:

The information collected about you is for the following purposes:

- Creating user account
- Enforce T&C
- Processing payment
- Support
- Administration info
- Manage customer order
- Dispute resolution
- Manage user account

If we want to use your information for any other purpose, we will ask you for consent and will use your information only on receiving your consent and then, only for the purpose(s) for which grant consent unless we are required to do otherwise by law.

D. How Your Information is Shared:

Personal Information is not sold or rented to any third parties.

Information may be shared with Data Processors (service providers) who perform functions on a business's behalf. These third parties are bound by strict contractual terms to process data only according to instructions and to implement appropriate security measures. They are prohibited from using personal data for their own purposes.

Specifically, the following categories of service providers are used to support business operations:

- Cloud/CRM Service Providers: For the secure storage and management of client records (e.g., Podio.com, or similar cloud-based systems).
- Email Communication Providers: For sending business-related and transactional emails.
- IT and System Administration Providers: For maintaining IT infrastructure and systems.

Legal Basis for Sharing: The processing of data by these service providers is necessary for the performance of the contract between parties and to pursue legitimate interests (namely, to operate the business efficiently and provide services).

E. Data collection & process

Third parties are **required** to use the personal information transferred to them only for the purpose for which it was transferred and not to retain it for longer than is required for fulfilling the said purpose.

Personal information may also be disclosed for the following:

- (i) To comply with applicable law, regulation, court order, or other legal process.
- (ii) To enforce **agreements**, including this Privacy Policy.
- (iii) To respond to claims that use of the Service violates any third-party rights.

If the Service or the **company** is merged or acquired with another company, information will be one of the assets that is transferred to the new owner.

F. Retention Of Your Information:

Personal information **will be retained** for 90 days to 2 years after users terminate their accounts or for as long as needed to fulfil the purposes for which it was collected as detailed in this Privacy Policy. Certain information may need to be retained for longer periods such as record-keeping / reporting in accordance with applicable law or for other legitimate reasons like enforcement of legal rights, fraud prevention, etc. Residual anonymous information and aggregate information, neither of which identifies the user (directly or indirectly), may be stored indefinitely.

G. Your Rights:

Depending on the law that applies, you may have a right to access and rectify or erase your personal data or receive a copy of your personal data, restrict or object to the active processing of your data, ask us to share (port) your personal information to another entity, withdraw any consent you provided to us to process your data, a right to lodge a complaint with a statutory authority and such other rights as may be relevant under applicable laws. To exercise these rights, you can write to us at hello@petesteege.com. We will respond to your request in accordance with applicable law.

Do note that if you do not allow us to collect or process the required personal information or withdraw the consent to process the same for the required purposes, you may not be able to access or use the services for which your information was sought.

H. Cookies Etc.

To learn more about how we use these and your choices in relation to these tracking technologies, please refer to our Cookie Policy.

1. Security:

The security of your information is important to us and we will use reasonable security measures to prevent the loss, misuse or unauthorised alteration of your information under our control. However, given the inherent risks, we cannot guarantee absolute security and consequently, we cannot ensure or warrant the security of any information you transmit to us and you do so at your own risk.

2. Third Party Links & Use Of Your Information:

Our Service may contain links to other websites that are not operated by us. This Privacy Policy does not address the privacy policy and other practices of any third parties, including any third party operating any website or service that may be accessible via a link on the Service. We strongly advise you to review the privacy policy of every site you visit. We have no control over and assume no responsibility for the content, privacy policies or practices of any third party sites or services.

3. Grievance / Data Protection Officer:

If you have any queries or concerns about the processing of your information that is available with us, you may email our Grievance Officer at Pete Steege Music, 142 Obelisk Road, email: hello@petesteege.com. We will address your concerns in accordance with applicable law.