



Recording Legacies

How Your Information Is Protected

This document explains how your personal information and recordings are handled.

Our Commitment

Recording Legacies is committed to:

- Confidentiality
- Respect
- Careful handling of personal material
- Transparency

Your trust is taken seriously.

What Information Is Collected

Only information needed for your project is collected, such as:

- Name and contact details
- Video and audio recordings
- Photographs or materials you choose to share
- Basic project notes

Nothing unnecessary is collected.

How Your Information Is Used

Your information is used only to:

- Create your legacy film
- Communicate with you
- Edit and deliver your video
- Store files securely

Your data is never sold, shared for marketing, or used for profiling.

Storage and Security

Your files are:

- Stored securely
- Protected with reasonable safeguards
- Accessible only to Recording Legacies

When third-party services are used (for delivery or storage), care is taken to choose secure providers.

Sharing and Public Use

Your recordings are never shared without permission.

They are never used publicly unless you have given clear written consent.

Said consent may be retracted in writing at any time.

Retention and Deletion

After your project is completed:

- Files are kept for a fixed 2-year time
- Your final film is kept for a fixed 10-year period.
- They both may be deleted securely unless agreed otherwise.
- You may request deletion at any time, where possible.

Your Rights

You have the right to:

- Ask what information is held
- Request corrections
- Request deletion, where possible
- Ask questions at any time

Contact

If you have any questions about privacy or data handling, please contact:

Recording Legacies

contact@recording-legacies.com

