



The Chimes GDPR Privacy Notice

OUR COMMITMENT TO YOUR PRIVACY

Summary

Your trust is important to us. So, we want you to know we've updated our Privacy Notice to explain how we collect, store and handle your personal data.

Why we collect your data

Data is collected to either:

Facilitate the creation & distribution of the Chimes magazine

To promote clubs & events in the local area

For advertising throughout the magazine

Complete financial transactions in association with the Chimes magazine

How we collect your data

We do this when you submit your details to the magazine editors for this purpose. We treat it with the utmost care and take appropriate steps to protect it.

When we'll share your data

We will only share your data with third parties, magazine readers, for this purpose.

Know your rights

You have many rights regarding your personal data. These include seeing what data we hold and updating your information

There's nothing you need to do right now, but if you'd like to find out more, take a look at our Privacy Notice below.

Protecting your privacy

Introduction

This Privacy Notice explains in detail the types of personal data we may collect about you when you interact with us. It also explains how we'll store and handle that data and keep it safe.

We hope the following sections will answer any questions you have but if not, please do get in touch with us.

It's likely that we'll need to update this Privacy Notice from time to time. We'll notify you of any significant changes, but you're welcome to come back and check it whenever you wish.

What is The Chimes?

The Chimes is a local monthly magazine, a biannual directory of local clubs and a website that includes the monthly magazine details, the directory details and additional content that cannot be accommodated in the paper copies. The magazine includes events and clubs run in the local area.

For simplicity throughout this notice, 'we' and 'us' means the Chimes.

Explaining the legal bases, we rely on the law on data protection which sets out a number of different reasons for which a company may collect and process your personal data, including:

Consent - In specific situations, we can collect and process your data with your consent. For example, when you submit details to the editors.

Legal compliance - If the law requires us to, we may need to collect and process your data.

For example, we can pass on details of people involved in fraud or other criminal activity affecting the Chimes to law enforcement.

When do we collect your personal data?

When you submit details of a club or event that includes your details. When you join our editorial or distribution team. When you submit your personal data during the advertising sign up process.

What sort of personal data do we collect?

Your name, email and telephone number.

How and why do we use your personal data?

- To allow people to contact you regarding an event or club.
- For historical purposes in the form of including them on the website under previous copies.
- To enable us to manage the distribution of the paper copy of the magazine.
- To enable us to edit of the magazine.
- To send you communications required by law or which are necessary to inform you about our changes to the services we provide you. For example, updates to this Privacy Notice

- To comply with our contractual or legal obligations to share data with law enforcement.

How we protect your personal data?

We know how much data security matters to all our contributors. With this in mind we will treat your data with the utmost care and take all appropriate steps to protect it.

How long will we keep your personal data?

- Whenever we collect or process your personal data, we'll only keep it for as long as is necessary for the purpose for which it was collected.
- At the end of that retention period, your data will either be deleted completely or anonymised, for example by aggregation with other data so that it can be used in a non-identifiable way for statistical analysis

Who do we share your personal data with?

- Details collated for the purpose of events & clubs we share your personal data with the people who read the paper copy of magazine, the directory, the electronic copy of the magazine during editing & the website.
- Details collected for the distribution of the magazine are only shared with the distribution team and are stored in password protected devices
- We provide only the information they need to perform their specific services.

Sharing your data with third parties for their own purposes:

For fraud management, we may share information about fraudulent or potentially fraudulent activity in our systems. This may include sharing data about individuals, after obtaining their consent, with law enforcement bodies.

We may also be required to disclose your personal data to the police or other enforcement, regulatory or Government body, in your country of origin or elsewhere, upon a valid request to do so and after obtaining your consent. These requests are assessed on a case-by-case basis and take the privacy of our customers into consideration.

What are your rights over your personal data?

You have the right to request:

- Access to the personal data we hold about you, free of charge in most cases.
- The correction of your personal data when incorrect, out of date or incomplete.
- That we stop any consent-based processing of your personal data after you withdraw that consent.
- You can contact us to request to exercise these rights at any time to techimes1@gmail.com

If we choose not to action your request we will explain to you the reasons for our refusal.

Your right to withdraw consent

You have the right to withdraw consent for us to use your personal data at any time.

To protect the confidentiality of your information, we will ask you to verify your identity before proceeding with any request you make under this Privacy Notice.

If you have authorised a third party to submit a request on your behalf, we will ask them to prove they have your permission to act.

Contacting the Regulator!

If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

You can contact them by calling 0303 123 1113.

Or go online to www.ico.org.uk/concerns (opens in a new window; please note we can't be responsible for the content of external websites)

Any questions?

We hope this Privacy Notice has been helpful in setting out the way we handle your personal data and your rights to control it.

If you have any questions that haven't been covered, please contact the Chimes Editor on thechimes1@gmail.com

Date 25/06/18