

DATA PRIVACY / GDPR FAIR PROCESSING NOTICE

Around Pattishall Newsletter

1. Personal data and who holds it

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

The Around Pattishall (AP) team is the data controller (email address below). (Currently this is just the editor but it is possible the role may be shared between multiple individuals in future.) This means it decides how your personal data is processed and for what purposes.

2. How personal data is collected and processed

The AP team holds only the personal data necessary for the creation, publication and distribution of Around Pattishall and associated publications. Data is kept up to date. Personal data collected:

- Distributors : Name, address, phone number and email address
- Advertisers : Name, address, phone number and email address. Also details of previous advertising history, including payments.

3. How personal data is used

Personal data is used for the following purposes: -

- To contact the distributors in connection with distribution of AP and associated publications.
 - For instance keeping them informed of when editions will be ready.
- To contact the advertisers.
 - For instance to invite repeat adverts
- To maintain AP accounts and records.

4. Sharing of personal data

- Personal data is shared with the relevant Parish Councils (who fund the Around Pattishall newsletter).
- In the case of distributors, contact information may be shared with other distributors. This is not regularly done but can be useful, for instance when clarifying or updating where one distributor's round ends and another begins.

5. Security and retention of personal data

Data is stored on password protected computer(s) and associated password protected cloud services.

Data is reviewed at the start of each AP "year" (which runs May to April). Old data is kept no longer than 2 full AP "years" after the data subject ceases to be associated with AP. This is to allow for advertisers who do not advertise every year, for instance.

6. Your rights and your personal data

You have the right at any time to:

- Request a copy of the data AP holds about you
- Require correction of any inaccuracies in your information
- Request deletion of your personal data
- Object to receiving any marketing communications
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If you would like to exercise any of your rights above please contact the editor using ap@stewarts.me.uk.