

Goring Gap News Privacy policy and personal data

This policy sets out Goring Gap News (GGN's) principles and means of compliance with the requirements of the UK's data protection regime including the General Data Protection Regulation (GDPR).

GGN treats your privacy rights seriously. This Policy sets out how we will deal with your personal information, which is information that could identify or is related to the identity of an individual. The information we collect and the ways in which we use it vary, depending upon the nature of your relationship with GGN.

GGN will ensure that security software is installed to minimise the likelihood of external unauthorised access to the personal data it holds on its computers and email accounts. Similarly, volunteers are required to have such protection on any computers where they may hold such data.

GGN will process only the amount of information necessary for its own activities of interacting with its volunteers, contributors, suppliers and advertisers, publishing the GGN on paper and online, plus supplying copies to subscribers and local residents. In the case of persons identified within the content of the magazine, the information may include names, images, addresses, email addresses, telephone numbers, occupation, business, family or education details or other matters relevant to the context in which they are identified.

If you have provided the GGN with personal information in pursuance of your involvement with the magazine, you have all the rights given to you by GDPR. Any individual has the rights set out in the GDPR including, but not limited to, a right to access their personal data held by GGN. This is known as a "subject access request" and it should be submitted to the Secretary of GGN in writing where it is reasonably practicable to do so, but it may also be made verbally. Any such request, whether written or verbal, will be recorded by the Secretary; GGN will respond within a month and every endeavour will be made to provide appropriate information within 45 days.

What personal information do we collect?

The amount and nature of information obtained about an individual will vary according to the context in which it is processed. When you express an interest in becoming a volunteer with GGN, an advertiser in GGN (including information supplied by a third party), a subscriber to GGN, a contributor to GGN, or a supplier to GGN you may be asked to provide certain information. This might include:

- Name
- Address
- Email address

- Telephone number
- Website address
- Any other relevant information

How do we collect this personal information?

All the information collected is obtained directly from you. or, in certain cases, a third party. This is usually at the point of your initial contact. The information will be collected verbally, electronically or in writing and held electronically (and, in certain cases, in a paper file). At the point that you provide your personal information, we will treat this provision as consent for us to store and use your data. Your consent is required in order to ensure our compliance with data protection legislation. Volunteers, contributors, suppliers, advertisers and subscribers are responsible for the personal data they provide about themselves or others, and if a third party is involved (e.g. a marketing company or recipient) then by supplying such data they confirm that this third party has been given consent to provide the information to GGN.

What is the lawful basis for collecting and holding this information?

GGN's lawful basis for processing all personal data is legitimate interest.

How do we use your personal information?

We use your personal information:

- to further our GGN activities and your participation in them
- for administration and management of the GGN
- to communicate with you about your role within, or supplying information or material to, the GGN

When appropriate, we'll communicate by email, telephone or post to advise you of GGN activities.

Who do we share your personal information with?

We will never disclose your personal information externally, without your permission, unless we have a statutory duty to disclose it for either legal or regulatory reasons.

How do we ensure that the data we hold is kept securely and for how long?

GGN will take all reasonable precautions to ensure that the data it holds is accurate and kept securely to prevent unauthorised access, disclosure or modification. We will only keep your personal information for as long as we continue to need to contact and communicate with you to further your involvement with GGN. In general, GGN will delete personal data no later than 5 years after your last involvement with GGN, with the exception of any data published in the printed or online magazine or if GGN is required to hold the information longer for legal or taxation requirements. When GGN disposes of information it will be done securely.

How can your information be updated or corrected?

To ensure the information we hold is accurate and up to date, you need to inform the GGN of any changes to your personal information so you can continue your involvement with GGN effectively.

Availability and changes to this Policy

This policy is available on the Goring Gap News website. This policy may change from time to time. If we make any material changes we will highlight this in the Goring Gap News and its website.

The Directors of GGN are responsible for this statement which relates solely to GGN Ltd and GGN Management Committee. They reserve the right to amend it at any time and undertake to review it annually.

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