

Ely*i*Magazine

THE OLD CHAPEL, BUTCHERS ROW, ELY CB74NA - TEL: 01353 662684

PRIVACY POLICY - MAY 2018

The Elyi Magazine is owned by Bridget Hickish and Madeleine Funnell. We respect your privacy and we are committed to protecting your personal information. We will do our utmost to comply with the 2018 GDPR regulations and aim to maintain consistently high levels of best practice in our processing of your Information.

This Privacy Policy is intended to inform you how we collect, use and disclose your personal data. This Policy is intended to assist you in making informed decisions about your Information when using services provided by us to you as customers or beneficiaries of our services. Please take a minute to read and understand the Policy.

By using our website and advertising services you consent to our collection and use of your Information as described in this Policy. If we change our Policy and/or procedures, we will post those changes on our website to keep you aware of what Information we collect, how we use it and under what circumstances we may disclose it. Your continued use of the website or services after this Policy has been amended shall be deemed to be your continued acceptance of the terms and conditions of this Policy, as amended.

WHAT INFORMATION DO WE COLLECT?

All your Information will be held securely and used solely for the purposes of carrying out the administration of your account. If you want to know what Information we have collected and hold about you, please write to us at **The Elyi Magazine, The Old Chapel, Butchers Row, Ely CB74NA Cambs**. When you visit and use our website or request our services you may provide us with or we may collect your Information such as your postal address, email address and other personal information. You may provide or we may collect this Information in a number of ways:

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2.1 Information you voluntarily provide to us

We collect and maintain Information that you voluntarily submit to us during your use of our website or services. For example:

- When you register on our website or for a service, you may provide us with certain Information including your name, email address and contact numbers
- If you sign up to receive a newsletter or a magazine, you may provide us with contact information (e.g., email, telephone and/or or physical address)
- You may provide us with Information in the course of email, customer support interactions and surveys.
- As a customer, we collect information from you for the purpose of managing your account, invoicing and sending artwork reminders that are in your interest.

You can choose not to provide us with certain Information, but this may stop you from gaining access to a service or limit the features that we can offer you. For more information, please see the “How We Use Your Information” section of the Policy below.

2.2 Information we collect through your use of our Website

We currently do not collect any information about you through our website

If this changes in the future, we will update this policy.

2.3 Information we receive from third parties

We may also combine online and/or offline information received from third parties (including other members of our group of companies) with your Information. The third party information is used for a variety of purposes including to verify other Information about you e.g. verify your mailing address to send you requested products or services and to enhance the content and advertising we provide to you.

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3 HOW WE USE YOUR INFORMATION

We will use your Information in the ways described below and as described at the time that the Information is collected. This is referred to as the “Lawful Basis for processing personal data”. In short it means we will only gather, retain, use or share your personal information for the purposes that you have consented to. Your consent is central to how we manage your information.

3.1 To Provide the Services

In general, we use your Information as necessary or appropriate for our business purposes including to:

- Administer your account where you have opened an account with us
- Respond to enquiries or requests that you direct to us
- Fulfil your requests for products or services including deadline reminders
- Send communications and administrative emails about the magazine or our services
- Personalise and better tailor the features, performance and support of our services Other purposes related to any of the above

3.2 Marketing

Where you have provided us with the appropriate consents (opted into our mailing list) we may send you marketing materials about offers, opportunities and services offered by us, Be assured that we understand the irritations of unsolicited communications and we are fully committed to ensuring your rights and obligations.

4 CAN I FIND OUT WHAT PERSONAL INFORMATION THE ELYI MAGAZINE HOLDS ON ME?

You have the right to request a copy of the Information that we hold about you.

5 DO WE DISCLOSE YOUR INFORMATION TO THIRD PARTIES

We do not disclose your information to third parties without your permission. As we are in the business of advertising, we assume that you wish your published contact details to be advertised as widely as possible for the purposes of advertising your business services. We do not, however, share your details for any other purpose.

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5.1 Disclosure for legal reasons

We may disclose your Information if we are under a duty to disclose or share your Information to comply with any legal obligation or in order to enforce or apply or fulfil our terms and conditions and other agreements or protect the rights, property, or safety of our customers. We use a number of third party organisations to help provide a professional service to our customers (e.g. artwork designers, printers)

5.2 Changes to our Company

In the event we go through a business transition such as a merger, acquisition by another company, or sale of all or a portion of our assets, your Information may be among the assets transferred. You acknowledge that such transfers may occur and are permitted by this Policy.

6 UPDATING AND CONTROL OF YOUR INFORMATION

There are a number of ways in which you can control the collection, use, and sharing of your Information and update your Information and preferences.

6.1 Opting-Out on Receipt of Marketing Communications

If you receive marketing or newsletter communications from us, you will have the opportunity to "opt-out" by following the unsubscribe instructions provided in the marketing e-mail or newsletter.

6.2 Contacting Us

If your information has changed or if you no longer wish to receive communications from us, then please contact us to update your information.

Please note that:

- You have the right to request that all information we hold about you is deleted.
- We are not responsible for updating or removing your Information contained in the lists or databases of third parties who have been provided with Information as permitted by this Policy.

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7 THIRD PARTY LINKS AND SERVICES

This Policy applies solely to information collected by us through our website or services and does not apply to these third party websites and third party service providers.

8 WHERE WE STORE YOUR INFORMATION

Because we are a small company the Information that we collect from you is stored securely on two password protected computers and accessed only by the business partners. It is also securely gathered in our Mailchimp account when you opt in to a list and on our accounting software. All of these locations are only accessible to the business partners. We also use password protected cloud data storage.

9 SECURITY OF YOUR INFORMATION

We follow appropriate security procedures in the storage and disclosure of your Information so as to prevent unauthorised access by third parties. We also require those parties to whom we transfer personal information to comply with the same. However, unfortunately, the transmission of information via the Internet is not completely secure. So, we cannot ensure the security of your Information transmitted by you to us via the internet. Any such transmission is at your own risk and you acknowledge and agree that we shall not be responsible for any unauthorised use, distribution, damage or destruction of your Information, except to the extent we are required to accept such responsibility by Law. Once we have received your Information we will use security procedures and features to prevent unauthorised access to it.

10 SOCIAL MEDIA

We do not control how your personal information is collected, stored or used by such third party sites or to whom it is disclosed. You should review the privacy policies and settings on any social networking site that you subscribe to so that you understand the information they may be sharing. If you do not want your networking sites to share information about you, you must contact that site and determine whether it gives you the opportunity to opt-out of sharing such information. We are not responsible for how these third party sites may use information collected from or about you.