



PRIVACY POLICY

At The Writing Desk, we securely hold the personal data we receive through communications via this website, by phone, by email or by post. We do not pass these on to any third party without consent and will only disclose personal information if required to by law.

This privacy policy informs you as to how we look after your personal data, what your privacy rights are and how the law protects you. It tells you how we process personal data collected through this website, via our email or when you take part in any magazine competition.

CONTROLLER

The Writing Desk is responsible for personal data collected in relation to its magazine, *Into the Vale*. The appointed Data Protection Officer (DPO) is Sophie Brewill and she is responsible for overseeing questions in relation to this privacy policy. Contact details are: Address: The Writing Desk, 11 Browns Lane, East Bridgford, Nottingham, Notts, NG13 8PL. Email address: sophie@intothevale.co.uk. Telephone number: 01949 20009.

If you have any questions about this policy, please contact our DPO using the details set out above.

WHAT DATA DO WE COLLECT AND HOW DO WE USE IT?

When you contact us through this website, via email, by phone, or by post, we use these direct interactions to collect, process and store the personal information provided. This data may include your name, postal address, email address and telephone number.

The collected data is used for the following purposes:

- To be able to carry out our business contract with you, and therefore necessary for our mutual business interests. This includes using information to contact you directly to agree terms of business, which includes the inclusion of your business contact details (name, telephone number and website address only) on our website subject to your agreement.
- To notify you of news and information, by email or by post, which we think may be of interest to you, where you have granted us permission to do so. We do this in the pursuit of our legitimate interests as a commercial organisation and such activities may include sending out digital versions of the magazine, offering new and existing services and notification of winning competition entries.

- To comply with a legal or regulatory obligation.

We never put any personal information on general release, nor will we ever sell such information.

YOUR CONSENT

By registering for more information on this website, or by providing your details by email, phone or post, you consent to the use of this collected personal information by The Writing Desk, for the purposes described in the privacy policy. You have the right to withdraw your consent at any time by sending an email to: sophie@intothevale.co.uk.

This privacy policy has been based on the General Data Protection Regulation (GDPR). If you are subject to more stringent data protection legislation, please refrain from requesting information via our website. Please also note that if you are under the age of 13 and wish to register on our website you can only do so with the expressed consent of a parent or guardian.

DATA RETENTION

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for. Once this purpose has been fulfilled we will erase it.

YOUR LEGAL RIGHTS

- You have the right to request access to your personal data.
- You have the right to request correction of your personal data.
- You have the right to request us to rectify, erase or block the processing of your personal data.
- You have the right to request the transfer of your personal data to another controller.
- You have the right to withdraw consent of the use of your personal information.
- You have the right to make a complaint about any aspect of how we handle your data with the Information Commissioner's Office (ICO) in the UK(www.ico.org.uk).

CHANGES TO THIS NOTICE

This version was last updated on 21.06.2018.

From time to time we might change this privacy policy. If so, we will post these changes on this page. We therefore recommend you re-visit this page periodically to check for changes.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.