

Isle of Wedmore News Community Interest Company. (IOWN C.I.C)

Data Privacy Policy

This policy has been created to comply with The Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2019

1 Introduction

- 1.1** This privacy policy sets out how the Isle of Wedmore News Community Interest Company hereafter referred to as IOWN-CIC uses and protects any personal information that you provide as advertisers and contributors to the Isle of Wedmore News (hereafter referred to as the IOWN).
- 1.2** IOWN-CIC is committed to ensuring that your privacy is protected. Should we ask you to provide information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

2 What we collect

- 2.1** We may collect the following information:
- your Company name and its billing address and email address;
 - your name and job title;
 - contact information including, telephone number, email address, and postal address;
 - other information relevant to placing advertisements, raising invoices and presenting editorial 'copy'.

3 What we do with the information we gather

- 3.1** We require this information for the following reasons:
- The inclusion of an advertisement or editorial 'copy' in the IOWN magazine.
 - Raising invoices to cover services provided
 - Internal record keeping for repeat ordering, etc.;
 - We may periodically send reminder emails or phone calls to aid business continuity.

4 Security

- 4.1** We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.
- 4.2** We will use your personal information only where it serves the legitimate interest of preparing and publishing the IOWN and we will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.
- 4.3** You may request details of the personal information which we hold about you under the Data Protection Act 2019. A small fee may be payable. If you would like a copy of the information held on you, please write to The Isle of Wedmore News CIC, c/o Wedmore Parish Council, Grant's Lane, Wedmore, Somerset, BA28 4EA
- 4.4** We will delete any personal information that we hold once there is no reason for it to be held for editorial reference, advertising or invoicing.

5 Links to other websites

- 5.1** The IOWN is provided digitally on the website www.theisleofwedmore.net and all content printed in the IOWN is therefore available to the wider public. The Isle of Wedmore website may also contain links to other websites. However, once you have used a link to leave the IOWN, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

6 Copyright and third party consent

- 6.1** Any advertisement or editorial copy (photographs, pictures or text) submitted for inclusion in the IOWN must be your original work and it must not infringe the rights of third parties including copyright, trade mark, trade secrets, privacy, publicity, personal or proprietary rights.
- 6.2** Full copyright title shall be retained by the author of any submitted material (photos, pictures or text) and you agree that the IOWN-CIC may, but is not required to, make material available on its website
- 6.3** For the avoidance of doubt, by submitting information to the IOWN you warrant that all persons featured in your entry have given you their express consent for their image to be used and, in the case of vulnerable adults or persons under 18 years of age, you warrant that you have obtained express consent from their parent(s) or legal guardian(s). You agree to indemnify the IOWN-CIC against any claim from any third party for any breach of this clause