

DATA PROTECTION NOTICE

Thornbury Magazine Ltd

1. Your personal data – what is 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").

2. Who are we?

Thornbury Magazine Ltd is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Thornbury Magazine Ltd complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to produce, publish and distribute copies of Thornbury Magazine;
- To administer advertisers records;
- To manage our volunteers;
- To maintain our company accounts and records ;

4. What is the legal basis for processing your personal data?

There is a legal requirement to keep business records, including meeting minutes, memoranda and accounting source documents. It must be retrievable at a later date so that the business dealings can be accurately reviewed as required.

Personal and business data associated with the sale and publication of advertising are subject to contract.

Personal data concerning the publication of editorial are a legitimate interest.

Personal data concerning the collation and distribution of Thornbury Magazine by volunteers are a legitimate interest.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will not be shared with third parties.

6. How long do we keep your personal data?

We keep data only as long as we need it for managing advertisers and volunteers or satisfying legal requirements.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the personal data which Thornbury Magazine Ltd holds about you;
- The right to request that Thornbury Magazine Ltd corrects any personal data if it is found to be inaccurate or out of date;

- The right to request your personal data is erased where it is no longer necessary for Thornbury Magazine Ltd to retain such data;
- The right to withdraw your consent to the processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Chair of Thornbury Magazine whose details are published in each issue of the Thornbury Magazine and on the website at <http://www.thornburymagazine.co.uk>

You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.