

## **Privacy Notice for Weston News**

### **What personal data does the Weston News collect?**

The data we hold is a list of addresses and names. We collect this data directly from people who want to receive a copy of Weston News.

For distributors and members of the management committee, we might also have contact details: telephone number and/or email address.

### **What is this personal data used for?**

We use this data in order to deliver the Weston News to people's homes, and to administer these deliveries.

### **Who is your data shared with?**

This data is not shared with anyone other than distributors and members of the management committee.

### **Where does this data come from?**

Data for our recipients comes from them when they indicate they want to receive the Weston News.

### **How is your data stored?**

This information is mainly stored in digital form on computers, and in the form of written documents, stored by the Distribution Organiser.

The digital information on computers is password protected.

### **Who is responsible for ensuring compliance with the relevant laws and regulations?**

The Chairman of the Management Committee is responsible for ensuring Weston News discharges its obligations under the General Data Protection Regulation (GDPR).

### **Who has access to your data?**

The people who distribute the Weston News have access to names and addresses. The members of the management committee have access to each other's contact details.

### **What is the legal basis for collecting this data?**

The Weston News collects this very limited personal data for the purposes of its *legitimate interests* to distribute the magazine.

### **How you can check what data we have about you?**

If you want to see the data we hold about you, you should contact the Distribution Organiser.

You can contact us with a “Subject Access Request” if you want to ask us to provide you with any other information we hold about you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month.

There is not usually a fee for this, though we can charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.

### **Does the Weston News collect any “special” data?**

The GDPR refers to sensitive personal data as “special categories of personal data”.

We do not record any such special data.

### **How can you ask for data to be removed, limited or corrected?**

If you no longer wish to receive the Weston News, you can inform your local distributor or the Distribution Organiser. You will then be removed from the list.

### **How long do we keep your data for, and why?**

We only hold data for people who currently wish to receive the magazine.

### **What happens if a recipient dies?**

Their information is deleted.

### **Can you download your data to use it elsewhere?**

The data we hold is so limited that this would be unnecessary, and is not possible.