

## **PRIVACY POLICY**

Goring Gap News (hereafter the GGN) treats your privacy rights seriously. This Privacy Policy sets out how we will deal with your personal information, that is information that could identify or is related to the identity of an individual.

### **WHAT PERSONAL INFORMATION DO WE COLLECT?**

When you express an interest in becoming a volunteer with, an advertiser in GGN, a contributor to GGN or a supplier to GGN you will be asked to provide certain information. This may include:

- Name.
- Home or business address.
- Email address.
- Telephone number.

### **HOW DO WE COLLECT THIS PERSONAL INFORMATION?**

All the information collected is obtained directly from you. This is usually at the point of your initial contact. The information will be collected verbally or electronically and held electronically. At the point that you provide your personal information, we will also request that you provide consent for us to store and use your data. Your consent is required in order to ensure our compliance with data protection legislation.

### **HOW DO WE USE YOUR PERSONAL INFORMATION?**

We use your personal information:

- To further our GGN activities and your participation in them.
- For administration and management of the GGN.
- To communicate with you about your role within the GGN.

When appropriate, we'll send you messages by email or telephone or post to advise you of GGN activities.

### **WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?**

We will never disclose your personal information externally, without your permission. If we have a statutory duty to disclose it for either legal or regulatory reasons, we will seek your permission and inform you as to who the information will be shared with and for what purpose.

### **HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?**

We will only keep your personal information for as long as we continue to need to contact and communicate with you to further your involvement with GGN.

### **HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED**

To ensure the information we hold is accurate and up to date, you need to inform the GGN of any changes to your personal information so you can continue your involvement with GGN effectively. If you have provided the GGN with personal information in pursuance of your involvement with the magazine you have a right to see this information by asking the GGN in writing and every endeavour will be made to provide you with the information within 30 days.

### **AVAILABILITY AND CHANGES TO THIS POLICY**

This policy is available on the Goring Gap News website. This policy may change from time to time. If we make any material changes we will inform those whose personal information we hold.

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