

## **The Rudgwick Magazine**

### **General Data Protection Regulations (GDPR) Policy**

To comply with the new GDPR (General Data Protection Regulations) which come into force on the 25th of May, we are explaining how we use the information you provide.

We collect details you provide when you contact us.

We use the information we collect solely to enable us to publish 'The Rudgwick Magazine'.

We may also use your contact details to communicate with you regarding an item in the magazine. We may contact you by e-mail, post, or telephone. We do not share your personal information with any other company or organisation.

All of the personal data we acquire is handled by us in the UK. We follow strict security procedures in the storage and disclosure of any information that you provide, to prevent unauthorised access in accordance with the UK data protection legislation.

We do not sell, rent or exchange your personal information with any third party, except when required to do so by law.

**What information is being collected ?** - Name, Address, Telephone Number, Email Address

**Who is collecting it ?** – 'The Rudgwick Magazine'.

**How is it collected ?** - Through submission of material for inclusion in the published magazine.

**Why is it being collected ?** - To enable us to publish your material as supplied by you in 'The Rudgwick Magazine' and to be able to contact you should the need arise during preparation and editing of the material.

**How will it be used ?** – exclusively in the preparation and publishing of material in 'The Rudgwick Magazine'. Material supplied will be published, including names, telephone numbers or e-mail addresses if included in the submission. These items may be withheld from publishing if requested to at the time of submission.

**Who will it be shared with ?** – material supplied for inclusion in the magazine will be published unless requested not to do so. In which case a statement will be added stating 'name and address withheld'. The data is not shared with any other company or organisation.

If you wish to raise a complaint on how we have handled your personal data, you can contact us to investigate the matter.