

Fosse Trinity News Magazine & Website Privacy Policy

About Fosse Trinity News

The Fosse Trinity News is a 'not for profit' magazine, produced by volunteers, to serve communities in the Fosse Trinity Benefice. It is owned and underwritten by the Fosse Trinity Benefice which delegates overall responsibility for its management to the Fosse Trinity Advisory Committee ('FTAC'). The FTAC in turn appoints an Editorial Team to take executive responsibility for the compilation, production, distribution and financial aspects of the FTN on an ongoing basis, but retains oversight of FTN policy and operations.

In addition to the print edition of the FTN, there is an FTN website ('the Website') (www.fossetrinitynews.co.uk) where current and past copies along with further information about the FTN can be viewed online.

The Website is archived by the British Library every six months and added to the UK Web Archive (<https://www.webarchive.org.uk>). The British Library assumes no rights to content in archived websites and original right's holders retain 100% of their copyright once sites have been archived. The British Library also has a notice and take down policy whereby content can be removed.

Data Controller

In this Privacy Policy, references to the data controller are to the FTN Editorial Team.

Legal Provisions

The FTN recognises its responsibility to comply with the Data Protection Act 1998 (DPA) and the General Data Protection Regulation 2018 (GDPR) which regulate the use of personal data.

'Personal data' is any information about a living individual which allows them to be identified from that data (for example a name, address, date of birth, telephone number, and email address). 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 DPA sets high standards for the handling of personal information and the protection of individuals' rights to privacy. It also regulates how information can be collected, handled and used and applies to anyone holding information about people, whether in electronic or paper form.

Collecting Data

In the course of contributing to the FTN magazine and browsing the Website, some data and information may be collected. Specifically, the FTN collects and holds the following:

- Names, addresses, telephone numbers & email addresses which have been voluntarily given to the FTN for communication purposes.
- Names and addresses provided for gift aid donations.
- Content and names submitted for publication in the magazine or on the Website.
- In receiving advertisements and for account and other administration, information such as your name, business name, postal address, e-mail address and telephone number.
- All advertisement payments and donations are made to us in cash, by cheque or (in the case of advertisements), online via the Faster Payment Payments Scheme. We do not accept any debit or credit card payments.

Where is personal data stored?

- Content is stored on computers at the homes of the Editors. Advertising information is stored on the Advertising Manager's home computer. Information on donations, which does not include any bank

details, is stored on the Treasurer's home computer. All such computers are backed up and password protected.

- Any paper documentation is stored in secure locations and is not available for public access.

Clear Communication

The FTN will comply with the DPA and the GDPR requirements that the information provided to people about how we process their personal data must be concise, transparent, intelligible and easily accessible, written in clear and plain language.

Holding and Using Data

The DPA and GDPR say that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

The FTN may use your personal data for some or all of the following purposes:

- To handle and administrate the placement of advertisements;
- To confirm your identity to provide some services;
- To contact you by post, email, and/or telephone, provided this is not contrary to your instructions;
- To help us to build up a picture of how we are performing;
- To enable us to meet all legal and statutory obligations and powers;
- To promote the interests of the FTN;
- To maintain our own accounts and records;
- To notify you of changes to our facilities, services and staff;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the FTN.

What is the legal basis for processing your personal data?

In the course of our activities, the FTN may process personal data of people using our services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and our obligations to you.

- We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.
- Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Children's personal data

If we receive any personal data relating to a child (by which we mean anyone under the age of eighteen), such as written items from children or photographs submitted for publication, we will seek verification of parental consent. In the event that such content is supplied by a school, we will rely upon confirmation from the school that it already has the appropriate general parental consent.

Sharing your personal data

- Your personal information will NOT be sold or disclosed to any third parties by us unless required by law or with your written consent.

Website

- **General**

The only content on the Website is that contained in the magazine. There is no Chatroom, Bulletin Board or facility for information from users to be posted on our Website. We do not use cookies.

- **Third-party links**

The Website contains links to websites of other organisations. These organisations will have their own privacy policies, tailored to their particular business practices and the sectors in which they operate, and if following those links, we recommend reviewing the privacy policy of each website to understand how personal data is used in that instance. The inclusion of links to these websites does not imply an endorsement or validation of their content, and we are not responsible for their privacy practices or content.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time, such as the periods required by HMRC from time to time. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data. When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights:

The right to access the personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be refused or subject to an administrative fee.

The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

The right to have your personal data erased

- using your personal data, you can request that we erase the personal data we hold.
- When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

The right to object to the processing of your personal data

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

The right to lodge a complaint with the ICO

- You can contact the Information Commissioners 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.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy 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.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on the Website.

Contact Details

Please contact us at the address below if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints.

FTN Editorial Team Email Address: editor@fossetrinitynews.co.uk