

# SOCIALight Data Protection Policy Statement - November 2019

SOCIALight and SOCIALight Magazine takes your privacy seriously and because of this we make five simple promises to you:

1. We promise to keep your details confidential, safe and secure.
2. We will never sell or release your data to any third parties unless you pre-agree to this
3. Only those trained, competent and authorised will be able to access any information
4. We promise to only hold your data for as long as necessary, for the duration of any on-going projects and for as long as required following any liaison or work.
5. Only those who need to have access or those who have been permission for contractual or project related purposes will be given access.

We collect and retain personal data relevant to our business relating to journalistic publications. We use this data for purposes relevant to our business.

<b>The data we may hold about you</b>	<b>How we use this data</b>
<b>Your name</b>	To provide you with tailored and relevant communications and ensure the correct information is shared with relevant persons.
<b>Your company details</b>	To provide you with tailored and relevant communications and ensure the correct information is shared with relevant persons.
<b>Your email address</b>	To provide you with tailored and relevant communications, to discuss current and future projects and to ensure liaison for any relevant events.
<b>Your location</b>	To provide you with tailored and relevant communications and ensure the correct information is shared with relevant persons.
<b>Your job title</b>	To provide you with tailored and relevant communications and ensure the correct information is shared with relevant persons.
<b>Your Phone number(s)</b>	To contact you regarding any relevant projects or specific publication needs.

## Your Rights

- Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have rights regarding your personal [data](#).
- You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.
- You have the right to request a copy of your personal data which the organisation holds about you.
- If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.
- You have the right to Lodge a complaint to the Information Commissioners' Office (ICO) if you believe that we have not complied with the requirements of the GDPR or DPA 18 regarding your personal data. Identity and contact details of controller and data protection officer.
- If you have any concerns as to how your data is controlled or processed you can contact our Data protection officer: [info@sociallightmagazine.co.uk](mailto:info@sociallightmagazine.co.uk)
- 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.

### **Data Security**

All data usage with SOCIALight is controlled by our data protection officer who oversees how data is stored, who has access to that information and that all data is stored securely.

Your personal data will be treated as strictly confidential and will be shared only within SOCIALight for relevant business purposes. We will only share your data with third parties outside of the company with your consent.

### **How we collect data:**

Most data obtained will be directly requested from us but we may also obtain data from internal sources or from other colleagues within your organisation.

### **Internal data**

We may ask for personal data during the recruitment process and will only hold this data for recruitment purposes, this data will be kept on record for up to 2 years following any recruitment activities. Employee data relating to the categories listed above and relevant skills and competency information will be kept for the duration of the employment contract and retained for as long as deemed necessary.

### **Magazine Email Subscriptions**

All magazine email subscription data is handled by MailChimp who also have an independent data policy. Requests to be removed from the magazine mailing list are made through MailChimp and SOCIALight is unable to re-add you to this list without your consent and manual input.

### **Changes to our privacy policy**

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 01/11/2019

Upon release of this policy it is assumed all parties whom data we already possess are happy for us to continue using personal data relating to them, all relevant parties have been informed of this policy and are aware of their right to have their data removed. If you wish for us to remove your data please contact our Data protection officer:

[info@sociallightmagazine.co.uk](mailto:info@sociallightmagazine.co.uk)