

DATA PRIVACY NOTICE

THE ALYTH VOICE

Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. 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 processing of personal data by the Alyth Voice is governed by the General Data Protection Regulation 2016/679 (the "GDPR").

Who are we?

The Alyth Voice is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

How do we process your personal data?

- The Alyth Voice complies with its obligations under the GDPR by keeping personal data up to date;
- by storing and destroying it securely; by not collecting or retaining excessive amounts of data;
- by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. We use your personal data for the following purposes: - (examples shown below)
 - To enable us to produce and distribute the Alyth Voice magazine for the benefit of the public as specified in our constitution;
 - To manage our volunteers;
 - To maintain our own accounts and records;
 - To operate the www.alythvoice.co.uk website and related social media channels;

What is the legal basis for processing your personal data?

The Alyth Voice processes personal data under the terms of Article 6 of the GDPR:

- With the consent of the data subject as expressed in our consent form [link to be inserted];
- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract, viz, the acceptance of advertisements to be published in the Alyth Voice; the acceptance of subscriptions for postal deliveries of the Alyth Voice; the distribution of printed copies of the Alyth Voice by our volunteer distributors.

Sharing your personal data

Your personal data will be treated as strictly confidential.

We will NOT share your data with third parties outside of the organisation.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary for a period of one year from, in the case of:

- Advertisers: your last published advertisement in the Alyth Voice;
- Postal subscribers: the cancellation date of your postal subscription;
- Volunteer distributors: the date on which you ceased to be a volunteer distributor;

In each case, we retain your personal data solely for the purposes of resolving any legal claims or complaints.

Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Alyth Voice holds about you;
- The right to request that the Alyth Voice corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Alyth Voice to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioner's Office.

Further processing

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

Contact Details

To exercise all relevant rights or make queries or complaints, please in the first instance contact us at:

Web: www.alythvoice.co.uk

Social media: <https://www.facebook.com/AlythVoice/>

Email: editor@alythvoice.co.uk

Phone: 07938 643979