

Privacy Policy

1. Purpose

1.1. The purpose of this policy is to outline the types of **personal information** we collect, and your rights under the **UK General Data Protection Regulation** (UK GDPR).

2. The type of personal information we collect

2.1. We collect personal information that is voluntarily provided by you when you sign up to our services.

2.2. The personal information we collect depends on the context of your interactions with us and the services you choose.

2.3. We currently collect and process the following information:

- Names
- Email addresses
- Contact preferences
- Contact or authentication data
- Billing addresses
- Debit/credit card numbers
- Phone number

2.4. We do not process **sensitive information**.

3. How we get the personal information and why we have it

3.1. Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To facilitate account creation, authentication and otherwise manage user accounts.
- To deliver and facilitate delivery of services to the user.
- To respond to support requests.
- To send administrative information to you.
- To fulfil and manage orders and payment of services.
- To enable user-to-user communication.
- To save or protect a user from harm.

3.2. We only share your personal information with third-party service providers who perform services for us or on our behalf. Third-party service providers include:

- Communications and collaboration tools
- Data analytics services
- Payment processors
- User account registration and authentication services
- Website hosting service providers
- Email marketing service providers

3.3. Your personal information may also be shared with other users at your discretion. It is your responsibility to safeguard your personal information in situations where such personal information may be publicly viewable or where other users can communicate with you directly.

4. The lawful bases for processing personal information

4.1. Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting us at info@greatcentralgazette.org.
- We have a contractual obligation.
- We have a legal obligation.
- We have a vital interest.
- We need it to perform a public task.
- We have a legitimate interest.

5. How we store your personal information

5.1. Your information is securely stored.

5.2. We keep your personal information for as long as you have an account with us. If you choose to delete your account, we will then dispose your information automatically.

6. Analytics

6.1. We use **Simple Analytics** for website analytics. Simple Analytics collects and processes anonymous metrics and provides us with information to help us understand how visitors use our website and where our traffic comes from.

6.2. Simple Analytics allows us to improve our website and create a better experience for our visitors. We do not track or profile visitors and we do not serve personalised advertising. We do not share this data with anyone.

6.3. Simple Analytics is a privacy-friendly tool and does not collect your personal data. You can learn more about the way Simple Analytics processes data from its website.

7. Cookies

7.1. Where possible, we avoid using **browser cookies**. Cookies are small text files that are stored on your device when you visit our website. By using cookies, websites can remember your preferences, improve functionality, and analyse user behaviour.

7.2. However, we use **Ghost**, a content management system, which requires these essential cookies:

- **Stripe (Payment processor):** Stripe is a secure payment processing technology that allows us to process and manage online payments securely. This authentication cookie ensures the smooth operation of the payment system. An additional logging cookie enables you to log into your account, access restricted areas, and securely navigate our platform.
- **LazySizes (Performance):** LazySizes is a performance optimisation technology that helps to load website images and other media content efficiently, reducing page load times and improving overall website performance.

7.3. Note we have no control over these cookies and they are essential to providing our services.

7.4. By continuing to browse our website, you consent to the use of cookies as outlined in this policy. You may choose to disable or delete cookies through your browser settings. However, doing so may affect the functionality and user experience of our website.

8. Your data protection rights

8.1. Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

- **Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

8.2. You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

8.3. Please contact us at info@greatcentralgazette.org if you wish to make a request.

9. How to complain

9.1. If you have any concerns about our use of your personal information, you can make a complaint to us at info@greatcentralgazette.org.

9.2. You can also complain to the ICO if you are unhappy with how we have used your data: <https://www.ico.org.uk>

This policy was edited by Rhys Everquill (Managing Editor) and reviewed by Megan Lupton (Communications Coordinator).

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