

## **The Winsley Weaver**

The Winsley Weaver is a non-profit making community magazine managed and edited by volunteers.

It is professionally printed by a third party and published on the first day of each month. It is distributed to subscribers and sold through retail outlets.

### ***Privacy Statement***

#### **1. Subscriptions**

When you take out an annual subscription to The Winsley Weaver, we will collect your name, address and e-mail details and ask if we can contact you about future subscriptions. If you agree, you will be added to our subscriber list for that year. Upon expiry of the subscription, we will invite you to take out a renewal. If you decline or fail to renew, your details will be removed from our records. The Treasurer and Distribution Manager will electronically hold this information securely.

#### **2. Advertising**

When you agree to take out advertising, we will record the information you provide by way of business name, contact person, address, telephone number, e-mail address and website details.

Where an advertiser agrees to advertise for more than one month, details of the period purchased will be recorded and an invitation to take out further advertising will be made. Information recorded is securely held electronically by the Advertising Manager and shared with other members of the Management Team on Google Drive.

The advertising copy you provide or ask us to generate will be used for production purposes.

If you decline or fail to respond to a renewal invitation, your details will be removed from our records.

#### **3. Editorial and features**

When you make a written contribution, the contact details you provide will be electronically recorded.

Regular contributors will be informed of any deadline dates for the submission of copy and will then be reminded in advance of the deadline date that copy is due.

The Editorial Team securely holds information recorded electronically.

- We do not share your information with third parties for marketing purposes.
- You can ask us what information we hold about you and we will respond within 20 working days. You can ask us to correct any information we hold about you and we will do so within 20 working days.
- You can ask us to remove your details from any of our records by e-mail or letter by contacting the Data Protection Officer.

