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2b Graphic Design Limited Privacy policy – May 2018

Introduction

Following the EU General Data Protection Regulation (GDPR), and its implementation on 25th May 2018, maintaining the security of your data is a priority of 2b Graphic Design Limited and we are committed to respecting your privacy rights. We undertake to handle your data fairly and legally always. We are also dedicated to being transparent about what personal data and sensitive personal data we collect from you and how we might use such data.

This privacy notice aims to explain the types of personal data 2b Graphic Design Limited may collect about you when you interact with us either by email, telephone or in person. It also aims to explain how we will process, share and keep your data.

We hope this will answer any questions that you have, however if you still have any questions please do not hesitate to contact us. As this notice may need to be updated from time to time we will inform you if there are any significant changes.

Who are 2b Graphic Design Limited?

2b Graphic Design Limited are the company that owns the Paddler, SUP Mag UK and Windsurfing UK magazines. We also produce publications and website for third parties.

Why do we collect your personal data?

We may collect and process your personal data for a number of reasons, including:

- Where you have consented to the holding and processing of your personal data such as subscribing to the various publications listed above;
- When you contact us in person, by telephone, by post or via email.

Our legitimate interests

The normal legal aim and basis for processing personal data is for 2b Graphic Design Limited to publicise and make aware of content and offers in the above magazines.

We take your privacy very seriously and will never share or disclose your personal data without your prior knowledge, unless we are required to do so by law.

We only retain your data for as long as is necessary and for the purposes specified in this notice.

Unless we notify you, we will not process your personal data outside of the European Economic Area (EEA), as it is currently defined.

Detailed below are examples of when we would collect and process and sometimes share your personal data:

- To carry out our obligations under any contracts we have with you;
- To provide you with information regarding us;
- To notify you about changes to our services;
- To process and manage any instructions from you;
- To monitor customer satisfaction.

Where you have consented to us providing you with our services, you are free to withdraw consent at any time.

In the event of any criminal investigations, we may be required by law, to share your personal data captured with the relevant authorities.

How long will we keep your data?

We only ever retain personal information for as long as necessary and we have retention policies in place to meet these regulations.

How will we share your data?

We will not share your data or disclose any of your personal information without your consent.

We may have to disclose your information to third parties if:

- We are under a duty to disclose or share your personal data in order to comply with any legal obligation;
- Law enforcement agencies.

What are your rights over your personal data

You have the right to access any personal information that we process about you and to request information about:

- What personal data we hold about you;
- The purposes of the processing;
- The recipients to whom the personal data has/could be disclosed to;
- How long we intend to store your personal data for;
- If we did not collect the data directly from you, information about the source.

If you believe we hold incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to update/correct it as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

If you would like your personal data to be removed or the use to be amended, you have the right to request:

- Your personal data to be erased (deleted) from our records;
- The use/processing of your personal data to be restricted in accordance with data protections laws;
- To be informed about any automated decision making that we use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the relevant request; this is to ensure that your data is protected and kept secure.

We will inform you if your request is possible under current legislations and inform you to what extent your request has been processed. Where we are under a legal obligation to retain your information, we will clarify the requirements around the extent of data as well as the duration we will continue to hold your personal data.

If you would like to make a request about the processing of your personal data, please contact us at:
info@2bgraphicdesign.co.uk

Further details, requests and complaints

We hope that we have provided you sufficient information around the processing of your data that we undertake and the rights you have over it, however if you have any additional questions or would like more details about any of the points listed above, please contact: info@2bgraphicdesign.co.uk or 01480 465081

Lodging a complaint

If you are not happy with this notice and believe we have processed your data in an unfair way or are non-compliant with the relevant data protection laws and you wish to raise a complaint, please contact us and we will carefully consider your complaint and respond to you. You also have the right to lodge a complaint with the supervisory authority (the Information Commissioner's Office)

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Yours sincerely,

Peter Tranter