

Boom Magazine Privacy Policy

Contact details

Name: Joanna Leigh

Address: 2 Mill View Belper, DE56 1FE

Phone Number: 07739178246

E-mail: info@boommagazine.co.uk

Revised Policy date: 1/7/23

Advertisers

All personal information is saved on password protected devices.

Personal information of customers, clients or subscribers will be removed from the systems if requested. Any invoices will however be kept on file in the usual course of business.

The type of personal information we collect

We currently collect and process the following information:

- Personal contact details including name, address, phone number and email address

How we get the personal information and why we have it

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

- To allow us to get in touch further regarding advertising in Boom Magazine e.g. you provide an email for us to send over our media pack
- To enter you details into our Mag Manager system to set up a booking and allow correspondence including sending out invoices. Our designers at 45 Degrees have access to this software for design purposes.

We also receive personal information indirectly, from the following sources in the following scenarios:

- Obtaining phone numbers and email addresses from websites /social media to get in touch regarding potential advertising opportunities in our magazine.

We use the information that you have given us in order to send further information to you.

We may share this information with sales & marketing members of the team. This information may also be passed over to a new organisation/ directors that are taking over the magazine business. We will inform you by email if the magazine changes ownership.

If you receive correspondence from us and you would like to be removed from our contacts list you can do this by contacting info@boommagazine.co.uk

Date: 01/07/2023

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

(a) We have a contractual obligation.

the processing is necessary to take specific steps to entering into a contract and delivering your requests.

(b) We need it to perform a public task.

the processing is necessary to perform a task and function that enables us to print your advert, and the task or function has a clear basis in law.

How we store your personal information

Your information is securely stored on password protected devices and software.

We keep names, addresses, emails and phone numbers on our system indefinitely. If correspondence has not taken place after 5 years we will then dispose of your information by deleting you from our contact lists.

Market Research

Information provided by readers for market research purposes, for example from surveys or focus groups, will be collated and anonymised. The data will be shown to potential advertisers so they can decide if they would like to advertise with Boom Magazine.

Photographs of Children

By nature of the business, Boom Magazines contain pictures of local people, especially young children. Consent will be obtained before publishing the names and images. When images are supplied by readers, a member of staff at Boom Magazine will check to verify that all persons with parental responsibility give consent to their child's photo being used in print and online. Wherever possible the child themselves should be asked for their consent for their image to be used in print and online. If the child decides to remove consent at a later date, their photo and identifying details will be deleted from all online versions and all Boom Magazine and 45 Degree software and hardware.

Your data protection rights

Under data protection law, you have rights including:

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.

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.

Please contact us at info@boommagazine.co.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@boommagazine.co.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>