



## **Privacy Notice**

This privacy notice describes the data, the company holds about you, why we hold it, where and how we store it, how long for and how we protect it. It also tells you about your rights under the Data Protection Legislation and how the law protects you.

### **Who we are and what do we do?**

Indigo Dreams Publishing Ltd, 24, Forest Houses, Halwill, Beaworthy, Devon, EX21 5UU known also as IDP. IDP is a company limited by guarantee.

Email address: [publishing@indigodreams.co.uk](mailto:publishing@indigodreams.co.uk)

Company Number: 7403024

Company Directors: Dawn Bauling and Ronnie Goodyer

Indigo Dreams Publishing is a Data Controller for the data we hold about you. We hold your data in order to provide you with literary magazines on subscription, as orders or as pre-publication orders, and for our monthly on-line newsletters. All data is deleted once the transactions or contracts are completed.

### **What is personal data and what data do we use?**

Your personal data is any information that can be connected to you personally. If you can be identified from the data, it is personal data. The types of personal data we use and hold about you are:

- Details about you: your name, postal address and email address (if supplied).
- Contractual details where a publication contract is offered and has been agreed by both parties.

We do not store your telephone number.

### **Do we process your data?**

We do not process or share any of your personal data with anyone other than the Directors of Indigo Dreams Publishing Limited. Only the Directors of the company have access to personal data.

### **How do we collect your data?**

The company collects data that you provide when you:

- Contact us directly by post
- Contact us by email
- Contact us via a Social Network for example if you communicate with the company through Facebook

We do not receive information about you from other providers.



### **Who do we share your data with?**

We do not share any information about you with any outside parties. We are under a legal duty to keep your information confidential and secure.

### **Where do we store your data?**

We process your data, using our own in-house computer system using Word only. We do not operate a network. This information is stored with Firewall in place.

We store hardcopy information in a locked office.

For further information on this, please contact [publishing@indigodreams.co.uk](mailto:publishing@indigodreams.co.uk)

### **How long do we hold your data?**

We only hold your data for as long as necessary and for the purposes of the supply of goods only. Once orders have been completed, or contracts completed, all personal data is deleted or, if hard copy, incinerated.

### **What rights do you have?**

You have various rights under the UK GDPR and Data Protection Act 2018:

#### **Right of access:**

You have the right to request access to view or request copies of the personal data, we hold about you; this is known as a Subject Access Request (SAR). In order to request access, you should:

- Your request should be made to IDP
- There is no charge to have a copy of the information held about you.
- We are required to respond to you within one month
- You will need to give adequate information (for example full name, address, date of birth, details of your request) so that your identity can be verified, and any information held about you disclosed.

Please note that you are entitled to a copy of the data that we hold free of charge; however, we are entitled to charge in certain circumstances where the law permits us to do so. We are also entitled to refuse a request, where the law permits us to do so. If we require a fee or are unable to comply with your request, we will notify you within 1 calendar month of your request.



### **Consent:**

If the company is relying on the consent as the basis for processing your data, you have the right to withdraw your consent at any time. Once you have withdrawn your consent, we will stop holding your data for this purpose.

However, this will only apply in circumstances on which we rely on your consent to use your personal data. Please be aware that if you do withdraw your consent, we may not be able to provide certain services to you. If this is the case, we will let you know.

If your personal information changes, such as your contact address or email, you should notify IDP immediately so that we can update the information on our system. We will also ask you from time to time to confirm the information we hold for you, is correct.

### **Right to complain:**

Please let us know if you wish to discuss how we have used your personal data, raise a concern, make a complaint or compliment. You can contact us at:-

[publishing@indigodreams.co.uk](mailto:publishing@indigodreams.co.uk)

You also have the right to complain to the Information Commissioner's Office. If you wish to complain follow this link: <https://ico.org.uk/global/contact-us/> or call the helpline on **0303 123 1113**.

### **Data Protection Officer**

The Data Protection Officer for the company is Ronnie Goodyer and he can be contacted via email on [publishing@indigodreams.co.uk](mailto:publishing@indigodreams.co.uk) or by post at the company address.

### **Changes to privacy notice**

The company reviews this privacy notice regularly and may amend the notice from time to time. If you wish to discuss any elements of this privacy notice, please contact:

Indigo Dreams Publishing at: [publishing@indigodreams.co.uk](mailto:publishing@indigodreams.co.uk)

or by post to: 24, Forest Houses, Halwill, Beaworthy, Devon, EX21 5UU.