



## **Privacy Policy**

### **1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### **2 Who am I?**

I am a freelance journalist and I work as a press and publicity officer for a number of organisations writing stories for the press and online media outlets. I also produce newsletters, newspapers and other literature.

### **3 How do I process your personal data?**

Your personal data is included in the stories that I write and you will have consented to its usage by signing a separate document. Catherine Smyth Media complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

I use your personal data for the following purposes: to allow you to be contacted by media using a story you have commissioned me to write, to contact you to send an invoice if necessary, to further request payment should an invoice remain unpaid within a reasonable (one month) time period.

### **4. What is the legal basis for processing your personal data?**

Processing the stories you have requested that I publicise on your behalf. Further contacting you to provide proof of publication and for invoicing and account chasing purposes.

### **5. Sharing your personal data**

I only share your data with third parties with your consent.

### **6. How long do we keep your personal data?**

Your news stories and any associated photographs will be stored for future reference should you request me to carry out further work. If you wish this information to be

destroyed at any time you should request it by contacting  
info@catherinesmyth.co.uk

## **7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: –

The right to request a copy of your personal data which Catherine Smyth Media holds about you;

The right to request that the Catherine Smyth Media corrects any personal data if it is found to be inaccurate or out of date;

The right to request your personal data is erased where it is no longer necessary for Catherine Smyth Media to retain such data;

The right to withdraw your consent to the processing at any time

The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) *[Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means].;*

The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;

The right to object to the processing of personal data, (where applicable) *[Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics];*

The right to lodge a complaint with the Information Commissioner's Office.

## **8 Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **9 Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact 01706 877150 or email: info@catherinesmyth.co.uk 0790997375  
You can contact the Information Commissioners' Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.