

## Wesley Media's Privacy Policy

This privacy notice tells you what to expect us to do with your personal information when you make contact with us or use one of our services. This privacy notice applies to personal information processed by or on behalf of Wesley Media.

We may change this privacy notice from time to time by updating this page in order to reflect changes in the law and/or our privacy practices. We encourage you to check this privacy notice for changes whenever you visit our website – [wesleymedia.co.uk](http://wesleymedia.co.uk)

Updated: 17/03/2022

### Wesley Media and our Data Protection Officer

Who we are: Wesley Media, 20-23 Station Road, Kettering NN15 7HH.

[info@wesleymedia.co.uk](mailto:info@wesleymedia.co.uk)

01536 314914

We are a data controller of your personal data. We have a dedicated data protection officer (DPO). You can contact the DPO to make a request regarding your data (detailed below) using these details, marking it for the attention of the DPO or by going to the Contact Us section of our website [wesleymedia.co.uk](http://wesleymedia.co.uk)

### The type of personal information we collect

We respect your information and only use it for proper and/or lawful purposes. Personal information that we will process in connection with all of our products and services, if relevant, includes:

- Personal and contact details, such as title, full name, email address and telephone number
- Records of your contact with us such as phone calls and emails, if you get in touch with us online using our online services, details such as your mobile phone location data, IP address and MAC address
- Products and services you hold with us, as well as have been interested in and have held, and the associated payment methods used
- Marketing to you and analysing data, including history of those communications, whether you open them or click on links, and information about products or services we think you may be interested in, and analysing data to help target offers to you that we think are of interest or relevance to you.

### How we get the personal information and why we have it?

We collect personal information from the following general sources:

- From you directly
- Information generated about you when you use our products and services directly or indirectly.

We use the information that you have given us in order to:

- Manage any aspect of the product or service we provide to you directly or indirectly
- Follow guidance and best practice under the change to rules of governmental and regulatory bodies

- Manage and audit our business operations including accounting
- Monitor and to keep records of our communications with you and our staff
- For market research and analysis and developing statistics
- For direct marketing communications and related profiling to help us to offer you relevant products and service, including deciding whether or not to offer you certain products and service. We may send marketing to you by email and post. Offers may relate to any of our products and services as well as to any other offers and advice we think may be of interest
- To provide personalised content and services to you, such as tailoring our products and services
- To comply with legal and regulatory obligations, requirements and guidance

We may share this information with *agencies and authorities if required by law* - We may reveal your personal data to any law enforcement agency, court, regulator, government authority, or in connection with any legal action if we are required to do so to meet a legal or regulatory obligation, where the request is proportionate, or otherwise to protect our rights or the rights of anyone else (for example, in response to valid and properly served legal process such as subpoena or warrant). If we have your contact details, we will take reasonable steps to attempt to notify you prior to disclosing your data unless (i) prohibited by applicable law from doing so, or (ii) there are clear indications of unlawful conduct in connection with your use of our services.

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

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting Wesley Media's DPO (detailed above)
- (b) We have a contractual obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.
- (f) We have a legitimate interest.

### **How we store your personal information**

Your information is securely stored. We keep personal details for as long as we need to. How long we need to keep your data depends on what we are using it for, as set out in this privacy policy. If we no longer need your data, we will delete it or make it anonymous by removing all details that identify you. However, when you unsubscribe from marketing communications, we will keep your email address to ensure that we do not send you any marketing in future.

### **Links to Other Websites**

Our website contains links that lead to other websites. If you click on these links, Wesley Media will not be held responsible for your data and privacy protection. Visiting those websites is not governed by this privacy policy agreement. Make sure to read the privacy policy documentation of the website you go to from our website.

## **Cookies**

### **What are cookies?**

Cookies are simple text files that are stored on your computer or mobile device by a website's server. Each cookie is unique to your web browser. It will contain some anonymous information such as a unique identifier, website's domain name, and some digits and numbers.

### **What types of cookies do we use?**

#### *Necessary cookies*

Necessary cookies allow us to offer you the best possible experience when accessing and navigating through our website and using its features. For example, these cookies let us recognise that you have created an account and have logged into that account.

### *Functionality cookies*

Functionality cookies let us operate the site in accordance with the choices you make. For example, we will recognise your username and remember how you customised the site during future visits.

### *Analytical cookies*

These cookies enable us and third-party services to collect aggregated data for statistical purposes on how our visitors use the website. These cookies do not contain personal information such as names and email addresses and are used to help us improve your user experience of the website.

### **How to delete cookies**

Blocking all cookies will have a negative impact upon the usability of many websites. Meaning you may not be able to use all the features on a website. If you want to restrict or block the cookies that are set by our website, you can do so through your browser setting. Alternatively, you can visit [www.internetcookies.org](http://www.internetcookies.org), which contains comprehensive information on how to do this on a wide variety of browsers and devices. You will find general information about cookies and details on how to delete cookies from your device.

## **Your data protection rights**

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- 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 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. However, we may charge a reasonable fee for the administrative costs of complying with a request if it is manifestly unfounded or excessive, or if further copies of the data are requested. If you make a request with regards to your data, we have one month to respond to you. We will inform you of any fees that may be due at this point.

If you wish to make a request, please contact us at: DPO, Wesley Media, 20-23 Station Road, Kettering NN15 7HH.

[info@wesleymedia.co.uk](mailto:info@wesleymedia.co.uk)

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### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at:

DPO, Wesley Media, 20-23 Station Road, Kettering NN15 7HH

[info@wesleymedia.co.uk](mailto:info@wesleymedia.co.uk)

01536 314914

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

Information Commissioner's Office,

Wycliffe House,

Water Lane,

Wilmslow,

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

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