

FOCUS MAGAZINE DATA PRIVACY NOTICE

What is personal data?

This means recorded information about a living person, who is identifiable: for example, name with contact details. Personal data is governed by the General Data Protection Regulation (GDPR).

Who are we?

Focus is a community magazine produced under the authority of the Standing Committee of the Parochial Church Council (PCC) of the Ecclesiastical Parish of Tisbury (Registered UK Charity No. 1142581). The magazine is run by a dedicated Focus Magazine Management Committee on behalf of the PCC and is edited, published and distributed by a team of volunteers.

How do we collect, process and use personal data?

The Focus Magazine Management Committee 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.

We collect and process personal data of people directly involved with Focus magazine: management committee members, contributing authors, advertisers, sole trader retail distributors and suppliers, volunteer distributors and subscribers. From time to time, we also collect and process personal data in surveys of Focus readers and public in the Tisbury community area, canvassing local opinion of relevance to the magazine.

We use personal data for the purposes shown below:

- To develop content for, edit, publish, print and distribute each monthly issue of the magazine
- To manage and grow local circulation of the magazine through retail and individual subscriptions
- To enable continued publication and improved service to the Tisbury community by the magazine in future
- To maintain Focus accounts, records and reporting as required for the PCC

What are the legal grounds for our processing of personal data?

For people directly involved with Focus magazine, we collect and process their personal data on the legal basis of legitimate interest. For public surveys, we ask for explicit consent to collect and process personal data.

Do we share the personal data we collect and process?

We always keep the personal data we collect and process strictly confidential and will only share it outside the Focus Magazine Management Committee with explicit consent.

How long do we keep personal data and keep it updated?

We keep information of people directly involved with Focus magazine until we receive a request for deletion. We keep personal data collected in public surveys for maximum of 1 year then destroy or anonymise it.

You can ask to see the details we hold for you and have these amended or removed from our lists at any time.

How can you contact us about any of this?

If you want to contact Focus Magazine Management Committee about any of this, you can:

- Email focustisbury@gmail.com
- Phone or text Monica Carlile (Focus Editor) on 07714 366989
- Leave a message on the Parish Office phone 871697 (but this is monitored less regularly)