



## **Privacy Notice – Reader Newsletter Subscription**

This privacy notice tells you about the information we collect from you when you sign up to receive our reader newsletters. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

### **Who are we?**

We are Time & Leisure Publishing Limited. Our address is 14 The Apprentice Shop, Merton Abbey Mills, London, SW19 2RD. You can contact us by post at the above address, by email at [dataprotection@timeandleisure.co.uk](mailto:dataprotection@timeandleisure.co.uk) or by telephone on +44 (0)20 8545 6777.

We are not required to have a data protection officer, so any enquiries about our use of your personal data should be addressed to the contact details above.

### **What personal data do we collect?**

When you subscribe to our reader newsletters, we ask you for your name, your email address, and your post code area. When you interact with our reader newsletters we keep a record of these interactions for a period of time.

### **Why do we collect this information?**

We will use your contact information to send you, via email, our reader newsletters which contain lifestyle articles, local news and events, competitions, special offers and advertising. We will use interaction records to help us improve the content and usability of future newsletters, and to inform advertisers how many readers have seen and clicked on their advertisements.

We ask for your consent to do this, and we will only send you our newsletter for as long as you continue to consent.

### **What do we do with your information?**

Your information is stored in a database owned and operated by our email service provider, Adestra Limited. It is not sent outside of the UK. We will not sell your information or share your information with any other third parties. We will not use the information to make any automated decisions that might affect you.

## **How long do we keep your information for?**

Your contact information is kept for as long as you continue to consent to receive our newsletter. Interaction records are kept for 2 years.

## **Your rights over your information**

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate.

You can also ask for it to be erased and you can ask for us to give you a copy of the information.

You can also ask us to stop using your information – the simplest way to do this is to withdraw your consent, which you can do at any time, either by clicking the unsubscribe link at the end of any newsletter, or by emailing, writing or telephoning us using the contact details above.

## **Your right to complain**

If you have a complaint about our use of your information, you can contact the Information Commissioner's Office via their website at [www.ico.org/concerns](http://www.ico.org/concerns) or write to them at:

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