



## **Privacy Notice – Business to Business Sales & Marketing**

This privacy notice tells you about the information we collect about you when we communicate with you to market and sell our products and services. 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?**

We will collect your name and contact details as provided by you, other representatives of your business or your business stationery. We will also collect a record of our communications with you. When you interact with our email newsletters we keep a record of these interactions for a period of time.

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

We will use your contact details to market our products and services to you and negotiate contracts with you via phone and email. We will use records of our communication with you to ensure continuity in communication with you, and to ensure any necessary actions are followed through.

We collect and process this information on the basis of our legitimate interests in doing business with you.

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

Your contact details and records of communication are stored in our email database in the UK, and in a database owned and operated by our CRM provider, The Engine Shed Limited, in Ireland. Your email interaction information is stored in a database owned and operated by our email service provider, Adestra Limited, in 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 and communication records are kept for 25 years. Email 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