

Privacy Policy

1. Who we are

Majestic Publications is a family company, established in 1999, providing free of charge publications to charities and organisations around the UK and Channel Islands.

In carrying out our work we collect and use personal information about individuals. We recognise the trust placed in us by individuals and charities whose information we use. It is important to us that we are open and honest about the way we use information and we are committed to ensuring that we do so in a manner that is both lawful and respects your privacy.

Majestic Publications is a limited company (4353962) and a Commercial Participator as defined by the Charities Acts of 1992 and 2016.

You can change how we contact you at any time, by sending an email to info@majesticpublications.co.uk or calling us on 01244 852360.

2. What data we collect and how we use it

The type and quantity of data we collect and use depends on why you have provided it.

We will only collect, use and otherwise handle your personal data:

- where you have consented to this for specified, explicit and legitimate purposes
- where we are producing a publication for a charity or organisation
- where you have booked advertisement space within a publication
- where this is necessary to fulfil legal obligations that apply to us
- where it is necessary for our legitimate interests relating to running our daily operations, as long as, in each case, these interests are in line with applicable law and your legal rights and freedoms.

3. Who we share your information with

If you are an advertiser within a publication we obtain your specific consent to pass your details on to the charity or organisation that you are supporting.

No matter if you are a charity, organisation or advertiser, unless we are required to share your data for legal or regulatory reasons, we will never share your data with other organisations outside of our company.

4. Website and emails

When someone visits our website we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out information, such as the number of visitors to the various parts of the site.

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If we want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it. We will collect any questions, queries and feedback you leave. This will include your email address if you send us an email. Information on how people use the site, through cookies and page tagging, helps us improve our website and our services. Read the Majestic Publications Cookies Policy.

We might also obtain your personal data through your use of social media channels such as Facebook, Twitter, LinkedIn, and others, depending on your settings or the privacy policies of these social media and messaging services. To change your settings on these services, please refer to their privacy notices, which will tell you how to do this.

We use a third-party provider, Mail Chimp, to deliver our large distribution emails. We collect statistics around email opening and clicks using industry standard technologies including clear gifs to help us monitor and improve our mailings. For more information, please see Mail Chimp's privacy notice.

5. Keeping your data safe and up to date

We ensure that the most appropriate technical controls are in place to keep your data safely. Access to your data is regularly reviewed and only accessible to the relevant trained staff, and contractors.

Our data is regularly reviewed and cleansed to ensure that it is up to date and relevant.

We carefully manage the communications we send you to ensure that we are contacting you in the most appropriate way and that we are not sending you unwanted communications. To do this, we may combine the information that we collect about you and analyse what we know about your interests, preferences and level of potential engagement.

6. Your rights

We will only collect the data that we need to carry out the purposes you have contacted us for or given us permission to use it for.

At any time that you wish you can:

- gain access to your personal information,
- object to the processing of your personal information,
- object to the use of automated decision-making and profiling,
- restrict the processing of your personal information,
- ask for a copy of your personal data (known as data portability),
- rectify or correct your personal information, and
- have your personal information removed (known as Erasure or the 'right to be forgotten').

Where you have provided consent to be contacted, you will be entitled to withdraw that consent at any time.

If you are at any point unhappy with the way that we handled your personal data, you can make a complaint to the Information Commissioner's Office.

To make changes to how we contact you, please contact info@majesticpublications.co.uk

For all other requests please contact the Data Protection Officer at:

Majestic Publications Ltd
5 Minerva Court
Chester West Employment Park
Chester
CH1 4QT

7. Changes to this policy

We may change the terms of this privacy statement from time to time. If we do so, we will post the changes here so please check from time to time.