

Great British Web Edits - Privacy Policy

Effective as of 21 April 2022

Our contact details

Name: Great British Web Edits/GB Web Edits

Website: www.gbwebedits.co.uk

Address: 15 The Terrace, Rochester, Kent, ME1 1XN, United Kingdom

Phone Number: +447947335628

E-mail: Patrick@GBWebEdits.co.uk

The type of personal information we collect

- We currently collect and process the following information:
- Personal identifiers, contacts and characteristics (for example, name and contact details);
- Business identifiers, contacts and characteristics; and
- Website user statistics.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- for contact purposes including responding to enquiries; -
- administration of customer accounts;
- to improve user experiences and site functionality; and
- provision of services as requested by customers.

Only with your express written permission, we may share this information with stakeholders and partners to assist in the provision of services and completion of requests.

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

- Your consent. You are able to remove your consent at any time. You can do this by using the contact details on page 1 of the privacy notice; and
- We have a legal obligation.

How we store your personal information

Your information is securely stored on encrypted file servers and is only accessible by GB Web Edits staff members. We keep any information you may provide us for as long as is necessary to complete requested services. We will then dispose your information by permanent deletion of all records.

Comments

When visitors leave comments on the site we collect the data shown in the comments form, and also the visitor's IP address and browser user agent string to



help spam detection. An anonymised string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service Privacy Policy is available here: <https://automattic.com/privacy/>. After approval of your comment, your profile picture is visible to the public in the context of your comment.

Media

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

Cookies

If you leave a comment on our site you may opt in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year. If you visit our login page, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser. When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed. If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after one day.

Embedded content from other websites

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website. These websites may collect data about you, use cookies, embed additional third party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

Who we share your data with

If you request a password reset, your IP address will be included in the reset email.

How long we retain your data

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognise and approve any follow-up comments automatically instead of holding them in a moderation queue. For users that register on our website (if any), we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.



What rights you have over your data

If you have an account on this site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

Where we send your data

Visitor comments may be checked through an automated spam detection service.

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. If you make a request, we have one month to respond to you. Please contact us using the contact details on page 1 if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at GBWebEdits@outlook.com. You can also complain to the ICO if you are unhappy with how we have used your data using the details below.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113



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

