**Data privacy policy**

Earth Island Publishing Ltd is a publishing, media and marketing company. The company is registered with the Information Commissioner’s Office (ICO) under registration number ZA006753.

Earth Island Publishing is committed to respecting your privacy and protecting your personal information.

This privacy notice explains why we hold data, what we hold, and how we use it. We will also explain how we collect and process data. This privacy policy covers data held by Earth island Publishing.

It is important that the personal data we hold about you is accurate and correct, so please keep us informed of any changes that you need us to make.

**Information we collect:**

We may collect, use, store and transfer different kinds of personal information about you and process the following information.

We collect information on you when you register with us or place an order for products and services. We also collect information when you voluntarily complete registration for trusted third party events, where you have given permission for us to do so.

**What we hold:**

*Identity information:* such as your first name, last name, salutation, job title.

*Contact information:* such as your company name, company address, e-mail addresses and telephone numbers (company number and mobile if you have given that to us).

On your request, we may also keep your personal home address, in the case that you have specifically asked us to contact you, or send you products, to that address rather than to your work address.

*Transaction information:* In the case of customers, we may keep details about any orders for products or services you have made from us, along with dates and amounts of invoices, and VAT numbers.

***Please note:*** We do not keep any financial information such as bank details or credit card numbers.

Any other information relating to you, which you have specifically provided to us and requested that we keep.

***We do not*** collect any special categories of personal information or any sensitive information about you (including race, gender, religious beliefs, political opinions, memberships, health data, financial details).

**Website information:**

On our website, we use cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information only for statistical analysis purposes and we do not track or use the information in any other way.

Our website contains links to other websites. This privacy policy only applies to the Earth Island website ([www.earthisland.co.uk](http://www.earthisland.co.uk)), so if you link to others, you should check their privacy policies.

We have a fuller website privacy document, which can be accessed from www.earthisland.co.uk, or send an e-mail to hello@earthisland.co.uk

**How we collect personal information:**

The vast majority of information we collect is provided by you directly through various sign up mechanisms: ie through our website (www.earthisland.co.uk), via e-mail to us, or in writing, or verbally via the telephone or in face to face meetiings.

We may occasionally receive information via relevant third parties who have had permission from you to share this data with us.

**How we use your personal information:**

We use information that we hold about you in a number of ways.

To register you on our circulation list to receive free industry relevant and related publications and periodicals. These are all in line with helping you to build your business.

To carry out obligations arising from contracts entered into between Earth Island and your company ­– such as fulfilling orders and providing you with the information, products and services that you have requested from us.

To process said orders including the management of payments in the case of customers.

To deliver information and keep you informed of business building events, services and products. To make suggestions and recommendations about products and services that may be of interest to your business.

To ensure that our content and the information and services we provide to you remain relevant and an advantage to your business.

To notify you of any changes regarding our services, products, privacy policies, or business extensions.

Where it is necessary to use data for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. Such as:

* To keep records up to date and accurate.
* To develop our products and services to help grow our business.
* To inform you of any changes.
* To run our business effectively in terms of administration and relevance to you.

**Your rights:**

If you receive communications, periodicals, or other information from us, and you no longer wish to do so, you can unsubscribe at any time. Simply call us, e-mail us, or write to us (contact details below).

Our contact details:

Earth Island Publishing, Pickforde Lodge, Pickforde Lane, Ticehurst, East Sussex, TN5 7BN

Telephone: 01892 522563

E-mail: hello@earthisland.co.uk

We will only use your personal data for the purposes as outlined in this privacy policy ie for the stated reasons for which we collect it.

We may be required to share your personal information with certain trusted third parties to assist us with providing the services and products we offer to you (for instance, a secure mailing house when we are sending out /mailing our periodicals).

**How we protect your information:**

We have put in place procedures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way. Our servers are located in the UK.

In addition, internal use at Earth Island is limited only to those employees who have a business need to access the data.

We have put in place a procedure to deal with any suspected breech and will notify you and the applicable regulator where and when we are legally required to do so.

**How long we keep personal information:**

We will keep your information for as long as is necessary to fulfil the purposes it was collected for. (For instance, if you have signed up on an on-going basis to receive our periodicals your details will remain on the database until you ask us to remove or alter them.)

**Your rights regarding your personal information/data**

You have certain rights under the General Data Protection Regulations (GDPR).

You can – at any time:

* Request us to tell you what information we hold on you.
* Request correction of the personal information if we hold anything that is inaccurate or incomplete.
* Ask us to delete your personal information.
* Request the restriction of processing of your personal information
* Request the transfer of the personal information we hold to you or to a third party.

Full details of your rights can be found on www.ico.org.uk

**How to contact us:**

Please contact us if you have any questions about this policy, or about the data we hold on you:

Our contact details:

Earth Island Publishing, Pickforde Lodge, Pickforde Lane, Ticehurst, East Sussex, TN5 7BN

Telephone: 01892 522563

E-mail: hello@earthisland.co.uk

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Earth Island reserves the right to alter this policy from time to time by updating this page.