**Clear Communication**

**Privacy/Data Protection Policy**

Clear Communication exists to support effective communication between clients and journalists. As such we are fundamentally a business about contact between people and that means we handle limited amounts of personal (contact) information.

Data protection is important to us.

We collect journalist and PR data for our legitimate interest in providing our services which help journalists and clients work with each other. These services serve the interests of both PR professionals, who wish to share information about the organisations they represent, and journalists who wish to keep informed on what is happening in the sectors they cover. This is known as media relations and is a well-established practice.

To find out what information we have about you or if you want any changes made please email info(at)clear-communication.co.uk

Our contact details

Clear Communication

11 The Sadlers

Chichester PO18 0PR

England

What type of information we have

Names, job titles and email addresses for customers, media contacts and prospects

How we get the information and why we do we have it

Networking recommendations, referrals from professional contacts, internet searches and LinkedIn

What we do with the information

No information is shared or profiled.

How we store your information

Information is kept secure in email contact files and Excel spreadsheets. If a contact leaves, changes or requests to be removed they’re immediately deleted from all files.

**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 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 information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the 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.

**How to complain**

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113