**GDPR – The Fenland Reed’s Policies May 2018**

**Overall Data Policy – Data Purposes**

* Personal data will only be used for the purposes of creating, marketing and running our literary magazine, *The Fenland Reed*.
* More specifically, we receive and respond directly to submissions from individuals who want to be published in our magazine, correspond with individuals who subscribe to our magazine (including subscription renewal requests), and correspond with contributors who are included in the magazine.
* We will seek to minimise the amount of data we store for these purposes.
* Aside from the published contents of the magazine itself, we do not share information with external individuals or organisations.

**Email Storage**

* Emails are kept for 12-18 months then deleted unless business-related (e.g. Paypal, printers, poetry festival events).

**Mailing Lists/Mailouts**

* We don’t currently have a mailing list.
* We email contributors/those who submit poems regarding their poems and the particular issue we are working on, i.e. in response to their submissions.
* We email subscribers to confirm their subscriptions and (if needed) to confirm details, and as a one-off reminder when their subscription lapses/is due to lapse, using the email details they have provided when purchasing.
* We will include details on how subscriber information is used and how to opt out in subscription renewal emails.
* In line with our email storage policy, correspondence with subscribers will be deleted after 12-18 months if they have not renewed in this time.
* Where individuals have requested to receive no emails we will however keep a record of this.

**Personal Data Stored in Spreadsheets**

* We have 2 main sources of data stored temporarily in spreadsheets: subscribers’ details (names, addresses, emails); and submitters (names, poem codes/decisions, date submitted)
* Subscribers’ information will be held in our spreadsheets only for as long as required; if subscribers do not renew their subscription after the email reminder, their details will be deleted.
* Submitters’ information will be held only as long as required for the compilation and editing of each issue.

**Other Data**

* Poems/stories/photos/artwork submitted to us will be stored until the final decisions have been made and then deleted.

**Website Data**

* We do not collect personal data via our website other than via Paypal when people subscribe to the magazine, or via our contact form when people send queries which come to us via email (see our email policies).
* We use Wix as our website platform – their privacy policy is available to read here: <https://www.wix.com/about/privacy>
* We were using Google Analytics for the purposes of discovering which pages on our website were most visited and where in the world people viewed our pages from, to help with website design and indirect marketing, but we have disabled this for now until it becomes clearer whether this would be compliant with the GDPR.

**Data Security**

* Passwords will not be shared electronically. They will not be shared by any means outside of the editorial team. Weak passwords will be avoided.
* Computers on which personal data is stored will be password protected and virus protection and security updates will be kept up to date.
* Spreadsheets including personal details will be password protected.
* Third party services on which personal data is stored (e.g. Gmail, Google Docs) will have password protection and the same data deletion periods will apply as set out above. We will only use third party services which have stated they will comply with the GDPR.
* Data will not be shared with other parties.

**Requesting/Deleting Data**

* Subscribers and submitters may contact us at thefenlandreed@gmail.com in order to request, amend or remove personal information relating to them.

**Breaches of data protection**

* In the event of any personal data breach we will inform the affected individual(s) as soon as possible and take appropriate action to mitigate any possible adverse effects.

**Revision of Data Policies**

* Policies to be revisited each year/more frequently as required (e.g. if use of data changes or policies change).

Agreed by editors Mary Livingstone Totman, Jonathan Totman and Elisabeth Sennitt Clough May 2018