



Privacy Notice

May 2018

Who is the data controller?

Green Rose Books is the data controller. We respect your privacy. Any information that you give us is held with the utmost care and security.

Under the General Data Protection Regulations (2018) you have a number of key rights with regard to how your personal information is treated:

- *The right to be informed* – how data is collected and used;
- *The right of access* – you can see the data that is collected and used;
- *The right to rectification* – correct any inaccuracies or omissions;
- *The right to erasure* – you can be removed from the database;
- *The right to restrict processing;*
- *The right to data portability;*
- *The right to object;*
- *Rights in relation to automated decision making and profiling*

What information do we collect? Why do we need it?

What do we do with it after the project has been completed?

Child's name	Included in the book alongside the child's work. It also means that we can ensure parental permission has been granted.
	Deleted from database once the book has been published, printed and dispatched.
Child's age	Included in the book alongside the child's work.
	Deleted from database once the book has been published, printed and dispatched.
Parent/Guardian's name	Named contact for the child.
	Deleted from database once the book has been published, printed and dispatched.
Parent/Guardian's email address	To keep the parent/guardian fully informed about the progress of the anthology project.
	Deleted from database once the book has been published, printed and dispatched.
School name and address	Email database to encourage involvement with our business. Delivery address for completed orders.
	Marketing database maintained. Details removed upon request. Client database maintained. Kept for six years.
Name of key members of staff at each school	Named contact at the school.
	Marketing database maintained. Details removed upon request. Client database maintained. Kept for six years.
Email of key members of staff at each school	To keep the school fully informed about the progress of the anthology project.
	Marketing database maintained. Details removed upon request. Client database maintained. Kept for six years.

What relationship do we have with Third Parties?

- Our relationship/link with third parties is described below.
- We do not sell personal details to third parties: this includes school or customer details.
- Employees only have access to those details necessary for them to complete their anthology-related tasks, and never outside of the organisation.

Our website is hosted by **Wix.com**. For details of how they treat personal data please review the contents of their [Privacy Policy](#) and [Terms of Use](#), both of which are available on their websites (links included in this text).

Work produced by children is uploaded to **online cloud storage** so that we at Green Rose Books can access it for the period of the book publishing project only. When the project has been completed, the work is deleted.

The child's name and age are published inside the book, alongside their work. This data is shared with the **book printers** solely for the purposes of producing the book. No other data is shared with the printing company.

When purchases are made using our website, customers are invited to use **PayPal**. Green Rose Books do not have access to credit/debit card information. At the point of sale we receive confirmation that payment has been made along with the customers' names and addresses. This information allows us to fulfil your order. As a client, we are required to keep a record of the sale for a period of six (6) years. After that time, this record will be deleted. For details of how PayPal treat personal data please review the contents of their [Privacy Policy](#) and [Terms of Use](#), both of which are available on their websites (links included in this text).

When the books have been printed and are ready for dispatch, we use a **delivery company** to dispatch them directly to your child's school. This ensures that your personal data is not shared with a third party, however inside the package, the books will be labelled with the name of the purchaser to support the school with distributing the orders internally.

In order to comply with UK and EU laws it may be necessary to collect, use, retain and share your personal information with **legal or government organisations**. This enables us to operate efficiently as a business, and be compliant with all legal requirements. We will only use, retain or share that data which is required.

How is my information kept secure?

- Information we hold is kept on a password-protected secure database;
- Copyright/Permission Forms returned by post are kept in a locked area;
- Once the book is published any children's work or Copyright/Permission Forms are shredded.

How do I request to see what information you hold about me/my child?

At any time you may review or update the personally identifiable information that we hold about you/your child, by contacting us in writing on books@green-rose.org to make a "Subject Access Request". To better safeguard you/your child's information, we will also take reasonable steps to verify your identity before granting access or making corrections to any information.

This Privacy Policy was created in May 2018. It will be reviewed in May 2019, or sooner if Data Protection regulations change.