
PRIVACY NOTICE

BACKGROUND:

Portal Publishing Ltd, the publisher of Continuity Central, and Bis-Web Ltd, the owner of Continuity Central, understand that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all of our users and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

1. Information About Us

Publisher

Portal Publishing Ltd.

Registered in England under company number 04522244.

Registered address: 35 Westgate, Huddersfield, HD1 1PA.

Postal address: Portal Publishing Ltd, PO Box 1393, Huddersfield, HD1 9TN, England

Data Protection Officer: David Honour

Email address: dhonour@continuitycentral.com

Data Protection Registration number: Z7787670

Data Protection Registration details:

<https://ico.org.uk/ESDWebPages/Entry/Z7787670>

Owner

Bis-Web Ltd

Registered in England under company number 3892954.

Registered address: Penrose House, 67 Hightown Road, Banbury OX16 9BE

Data Protection Registration number: Z2092005

Data Protection Registration details:

<https://ico.org.uk/ESDWebPages/Entry/Z2092005>

2. What Does This Notice Cover?

This Privacy Information explains how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

3. What is Personal Data?

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the “GDPR”) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that we use is set out in Part 5, below.

4. What Are My Rights?

Under the GDPR, you have the following rights, which we will always work to uphold:

- a) The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Part 11.
- b) The right to access the personal data we hold about you. Part 10 will tell you how to do this.
- c) The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Part 11 to find out more.
- d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we have. Please contact us using the details in Part 11 to find out more.
- e) The right to restrict (i.e. prevent) the processing of your personal data.
- f) The right to object to us using your personal data for a particular purpose or purposes.
- g) The right to data portability. This means that, if you have provided personal data to us directly, or we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases. We do not use your data in this way.
- h) Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Part 11.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office:

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

5. What Personal Data Do You Collect?

We may collect some or all of the following personal data (this may vary according to your relationship with us:

- Name;
- Address;
- Your country of residence
- Email address;
- Telephone number;
- Business name;
- Job title;

- Payment information;
- Information about your preferences.
- Your photograph
- A short personal biography

6. How Do You Use My Personal Data?

Under the GDPR, we must always have a lawful basis for using personal data. This may be because the data is necessary for our performance of a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interests to use it. Your personal data may be used for the following purposes:

- Providing and managing your account.
- Supplying our services to you. Your personal details may be required in order for us to enter into a contract with you.
- Personalising and tailoring our services for you.
- Communicating with you. This may include via emails or telephone calls.
- Sending you newsletters that you have subscribed to. You may unsubscribe at any time at <https://www.continuitycentral.com/index.php/unsubscribe> or by emailing webmaster@continuitycentral.com
- Sending you information from selected partners if you have opted-in to receiving such emails. You may stop receiving such emails at any time by emailing webmaster@continuitycentral.com

7. How Long Will You Keep My Personal Data?

We will not keep your personal data for any longer than is necessary. Your personal data will be kept for as long as we have a requirement to contact you unless you ask us to remove your data or unless you unsubscribe from our subscriber lists using the methods described above

8. How and Where Do You Store or Transfer My Personal Data?

We may store some of your personal data in countries that are not part of the European Economic Area (the “EEA” consists of all EU member states, plus Norway, Iceland, and Liechtenstein). These are known as “third countries” and may not have data protection laws that are as strong as those in the UK and/or the EEA. This means that we will take additional steps in order to ensure that your personal data is treated just as safely and securely as it would be within the UK and under the GDPR.

The security of your personal data is essential to us and to protect your data, we take a number of important measures, including the following:

- Assessing the information security policies of the entities where your data may be stored;
- Ensuring that all data storage is protected by strong passwords and is encrypted where this is possible.

9. Do You Share My Personal Data?

We will not share any of your personal data with any third parties for any purposes, subject to one important exception.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

The other circumstance where your data may be shared with a third party would be in the case that any of our services, products, websites or the company itself is sold, franchised or licensed to a third party company. Any data transfer or sharing would only be done within the terms and requirements of the GDPR regulations.

10. How Can I Access My Personal Data?

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a “subject access request”.

All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 11.

There is not normally any charge for a subject access request. If your request is ‘manifestly unfounded or excessive’ (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

We will respond to your subject access request within 30 days and, in any case, not more than one month after receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

11. How Do I Contact You?

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details for the attention of David Honour:

Email address: dhonour@continuitycentral.com

Postal Address: Portal Publishing Ltd, PO Box 1393, Huddersfield, HD1 9TN, England

12. Changes to this Privacy Notice

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be made available on our website (s)