

Privacy Policy

Your privacy is important to me and I go to great lengths to protect it. This privacy notice tells you about the personal data I hold about you, so I can provide you with information you requested regarding my novels. It explains how I may collect, use and share your details and tells you about your rights under data protection laws.

- Who am I?
- What information I collect about you.
- How I use your information.
- How I share your data.
- How long will I store your information.
- Your rights and how to contact me.
- Subject Access Request.
- Complaints.
- Policy Updates.
- Glossary.

1. Who am I?

I'm C.J. & Charlotte Fallowfield, author.

For the purpose of Data Protection Laws:

- “Data controllers” are C.J. & Charlotte Fallowfield, and her PA/s, and Mailchimp This means that we are in charge of, and responsible for, how we handle your personal data. I recommend reading Mailchimp’s privacy policy which can be found on their website, or by following this link: <https://mailchimp.com/legal/privacy/>
- “Data subjects” are the bloggers that we hold information about.
- “Personal data” is information about an identified or identifiable natural person that could allow a living person to be identified.

2. What information I collect from or about you

I'll collect and process information about you from a number of sources, including details:

- You give us.
- I get from other public sources, such as Facebook or Goodreads.

If you are a blogger, I may collect information about other reviewers in your blog. If you give me information about another person, it's your responsibility to make sure they:

- Have been told about who I am and how their data will be used.
- Have given their permission for you to use their data (including any sensitive personal data).

4. How I use your information

So I can provide you with my book related information that you agreed to receive, I must have a legal reason to use your personal data, and this is usually:

- When it's in my legitimate interest.
- With your consent.

My legitimate interest for processing personal data includes validating the data you've given me against third party sources (both public and private), keeping my records updated, and being efficient about how I fulfil my legal and contractual duties. You have a right to object to this processing, as detailed in Section 8.

This table explains the reasons for processing your data and which of the above lawful reasons I rely on to do so.

Why I process your personal data	Needed for the preparation and issue of newsletter	Consent	Legitimate Interest
To obtain your details for the issue of my newsletters to new customers* (where you've opted in)	Yes	Yes	Yes
To manage my records and keep your information up to date	Yes	Yes	Yes

*New customers means readers or bloggers who signed up for my newsletters on or after 25th of May 2018.

Additional reasons for processing your data:

- To use your information for newsletter emails. Sending ARCs directly to kindles, and to contact you via Facebook messenger.
- Blog database changes.

5. How I share your data

This section explains how your data will be shared by me.

Your data is only shared with Mailchimp for the purposes of them creating and issuing my newsletter, and is held by them according to their own privacy terms and conditions, which can be read by following this link: - <https://mailchimp.com/legal/privacy/>

It can also be accessed by my PA/s for the purposes of updating your information and maintaining my newsletter database. This database is held on password protected private computers.

6. How long will I store your information?

This section sets out how long I will store your data for.

If you sign up for a newsletter, your full information will be held by myself and Mailchimp for as long as you subscribe.

For reader newsletters, if you unsubscribe none of your information will be retained.

For blog newsletters, limited information will be held by me or my PA/s if you unsubscribe. This is to ensure that we don't send you requests moving forwards.

7. Your rights and how to contact me

You have the right to:

- A copy of the personal data I hold for you (please see Section 8).
- Have your data corrected if it's wrong or incomplete.
- Have your data deleted or removed if it's no longer needed.
- Restrict the processing of your personal data.
- Withdraw any permission you've given in respect of your personal data for newsletters. You can unsubscribe by clicking the "Unsubscribe" link at the bottom of each newsletter.
- Data portability – to keep and re-use your data in an electronic form for your own purposes or to ask I pass the information to another organisation.
- Object where I am processing your information on the grounds of it being in my legitimate interest to do so.

I will uphold your rights to the best of my abilities; however, data protection laws allow me to continue to process your personal data if I have a legitimate reason to do so. For example, to avoid contacting you again, if you have expressly asked me not to.

I am responsible for overseeing questions in relation to this privacy notice. You can contact me at:

C.J. & Charlotte Fallowfield

Email: author@charlottefallowfield.com

Post: 83 Ducie Street, Manchester, M1 2JQ.

Please make sure to include your full name, blog name (if applicable) and email address.

8. Subject Access Request

You have the right to obtain:

- Have confirmation your data is being processed.
- Access to your personal data.
- Other supplementary information, which is referred in this privacy notice.

You can access your personal information I hold by by writing to me at this address:

C.J. & Charlotte Fallowfield

Email: author@charlottefallowfield.com

Post: 83 Ducie Street, Manchester, M1 2JQ.

9. Complaints

If you're not happy with the way your personal data is held or processed, please tell me using the contact details above.

You can complain to the Information Commissioners Office (ICO) <https://www.ico.org.uk> who are the UK supervisory authority for data protection issues.

10. Policy updates

I may update or amend this privacy notice from time to time to comply with the law or meet changing business requirements. Any changes to this policy will be posted on this page.

This version was put in place on 20th September 2020.

11. Glossary

“Data Protection Laws” means the General Data Protection Regulation ((EU) 2016/679) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK.

“Personal information” means any information (including sensitive information) that I have obtained from you or third parties in connection with providing you with updates that is held now or at any time in the future by me.

“Terms and Conditions” the terms and conditions set out in this policy.