



Introduction

This Privacy Notice takes effect on 25 May 2018. It sets out the information summarised in the table of contents below:

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1. Who we are

1.1 EL Discover is a limited company which provides articles and information on the English language industry and profession worldwide.

1.2 We are: responsible for the websites www.elgazette.com and www.elgo.com and for the on-line magazine digital.elgazette.com, our on-line.

1.3 For the purposes of the General Data Protection Regulation EU 2016/679 ("**GDPR**") and UK data protection, we are the controller in respect of the processing described in this Privacy Notice.

2. The categories of personal data we collect

2.1 We may collect the following categories of personal data about you:

- (a) your name and email address;
- (b) on a voluntary basis your work role, institution type and your country of residence.

3. How that personal data is collected

You provide it to us when you register to subscribe. Apart from your e-mail address, provision of all other demographic information is the discretion of the subscriber.

4. Our basis for processing your personal data and how we use that personal data

4.1 We use your personal data:

- (a) to send you your subscription every month;
- (b) to analyse, for internal purposes, the professional and geographic profile of our readership;

- (c) managing our relationship with you;
- (d) dealing with any complaints or feedback you may have;
- (g) the purposes set out in Section 9 (Our communications, the Website and cookies) below.

4.2 We may process your personal data for any of the purposes set out above where one (or more) of the following lawful processing grounds applies:

- (a) the processing is necessary to perform a contract with you, or to take steps at your request before entering into a contract with you;
- (b) the processing is necessary for us to comply with our legal obligations;
- (c) the processing is necessary for our legitimate internal interests. No personal data is shared with third parties.

5. Who we may share your data with

We do not share your personal information with any third parties except when we are required by a Court of law to do so.

6. Transfer and processing of your personal data outside the European Economic Area

We do not transfer your personal data to countries outside the European Economic Area.

7. How long we will hold your personal data for

7.1 We will retain your personal data for as long as you subscribe to the digital newsletter.

8. Your rights

8.1 Under GDPR you have the right to:

- (a) obtain access to, and copies of, the personal data we hold about you and information about how we process it;
- (b) require us to correct any inaccuracies in the personal data we hold about you;
- (c) require, in certain circumstances, erasure of your personal data;
- (d) require us, in certain circumstances, to restrict our data processing activities;
- (e) obtain from us the personal data you have provided to us in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;
- (f) object to our use of your personal data based on our legitimate interests, on grounds relating to your specific situation;
- (g) withdraw your consent, where our use of your personal data is based on that consent;
- (h) complain to the Information Commissioner's Office, which can investigate compliance with data protection law and has enforcement powers, if you are not satisfied with how we are processing your personal data.

8.2 Please contact us in writing using the contact details below if you would like to action any of your rights above. You should note that these rights are not absolute, and we may be entitled (or required) to refuse requests where exceptions apply.

9. Our communications, the Website and cookies

9.1 We may use your contact details to send you (by post or electronically) briefings, newsletters, event invitations and other mailings promoting our services. We do so on the basis of our legitimate interests. You can always unsubscribe by clicking on the link in the relevant email or by contacting us at editorial@elgazette.com

9.2 We use mailing list management to manage how we contact you as set out above. This enables us to record and manage how we contact you, and to manage your preferences. It also enables us (as set out in any such email) to review whether emails are opened or forwarded, and whether briefing links are clicked. This data helps us to ensure our mailing list remains up to date.

9.3 We do not use cookies on our Websites.

10. Changes to this Privacy Notice

We may update this Privacy Notice in line with changes to how we process personal data. We will publish any new version of the Privacy Notice on the Website and, where appropriate, will provide you with a copy.

11. How to contact us

If you have any queries about this Privacy Notice or how we process your personal data, you can contact us: editorial@elgazette.com.