

TSP Media – Data Protection Policy

Introduction

At TSP Media we take the responsibility of looking after your personal data seriously. With the imminent arrival of the General Data Protection Regulation, we would like to take this opportunity of detailing our policy with regards to data protection.

If any clients have questions in relation to the management of their personal information, data storage, retention periods and disposal methods, please contact us directly using the contact details below:

- TSP Media is the trading name of Tanner Stiles Publishing Limited a company registered in England and Wales, company number 3213841
- You can contact us:
 1. By email: info@tspmedia.co.uk
 2. By telephone: 01952 234000
 3. By post: TSP Media, Grosvenor House, Central Park, Telford TF2 9TW

Data Collection

For the purpose of our services

- We collect personal data within our business for two purposes.
- Circulation lists – For magazine, audit and ebulletin distribution.
- Marketing and PR contacts within our CRM that we currently do business with. Sales data collected in this way is generated via our editorial and advertisement sales teams.
Circulation data come from multiple sources - Glenigan Limited, other bona fide third party database houses specialising in the construction and landscaping industries, online contact and enquiry forms and subscription. This information may include (but not be limited to) the following type of personal identifiable information:
 - Name, job title, company, postal address, email address, telephone number. This can also include information provided from yourselves about other colleagues where we assume you have permission from them to share this data.

Data Management

- We take specific steps as required by applicable data protection laws to ensure that appropriate security measures are put in place, to protect your personal information from unlawful and unauthorised processing and accidental data breaches or destruction.
- We will retain customers information for as long as necessary to comply with the active agreement between the buyer and seller. Once the agreement has ended, we hold their data for 3 years, unless it has been requested to be removed from our database.
- We do not share personal information with companies outside of TSP Media, other than those who have a part in the running of our business activities. These companies use the information provided solely for this purpose and at no time will the information be used for commercial gain.

Your rights in relation to personal data

Under the data protection legislation, you have a number of important rights:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

To read more about your rights, please visit the following link: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise any of the above rights please contact us, using the details above.

Updates to this policy

- This data protection policy is held on our website or can be provided on request. We may update this policy from time to time and you may check to see if any changes have been made by referencing the date of the last update at the foot of the policy.

This policy was last updated: May 2018