

## **Jayne Davis Romance Privacy Policy**

I respect your privacy regarding any information I may collect from you or which you may provide to me, in the circumstances set out below.

This privacy policy explains how I collect, use, communicate, disclose, safeguard, and otherwise make use of your personally identifiable information (“Personal Data”).

I will only collect and use your Personal Data where:

- I have lawful grounds to do so, including to comply with my legal obligations;
- I am performing a contract with you for my services; and
- I have legitimate interests in using your Personal Data and your interests and fundamental rights do not override those interests.

For the purposes of the EU General Data Protection Regulation ((EU) 2016/679) (“GDPR”), I, Jayne Davis, am the “data controller”. If you have any questions about this policy or about how I use your Personal Data, please contact me via my contact details at the end of this policy.

This policy is effective as of May 15<sup>th</sup>, 2018. I review my privacy practices on an ongoing basis, and as such I may change this privacy policy from time to time. Please check this page frequently to ensure you are familiar with its current content.

### **1. Personal Data I collect via my website Jayne Davis Romance (the “Website”)**

*Personal Data that you provide to me*

I only collect your email address when you sign up to the newsletter or sign up to receive free content, including books.

*Data that I collect automatically*

I automatically collect certain information when you visit my Website – such as the type of browser and operating system you are using, and the domain name of your Internet service provider. This information is not linked with any Personal Data.

I may also collect data automatically through cookies on the Website.

### **2. Use of your Personal Data**

I will only use your Personal Data when the law allows me to. Most commonly, I use your Personal Data to:

- process and manage your use of the Website;
- respond to your questions, comments, and requests;
- where you have opted-in to receive marketing from me, deliver communications that may be of interest to you;
- improve the Website through analysis of information.

### **3. Sharing of your Personal Data**

I take your privacy seriously and will not share your Personal Data with others, except as permitted by applicable law or as set out below:

I share Personal Data as necessary with third parties who provide services or functions on my behalf and who require the information to provide those specific services to me. These third parties may include social media advertising platforms such as Facebook and Google Adwords for the purpose of custom audience generation and the development of targeting criteria for other audiences. Please note that I have appropriate data privacy safeguards in place with third parties with whom I share Personal Data as described above and who are providing services or functions on my behalf.

#### **4. Keeping your Personal Data secure**

I have implemented security policies and technical measures to safeguard the Personal Data I collect. I maintain physical, electronic, and procedural safeguards that comply with applicable law, including the GDPR, to safeguard Personal Data from accidental loss, destruction or damage and unauthorised access, use and disclosure.

#### **5. Retention periods for use of your Personal Data**

I will use and store your Personal Data only for as long as necessary, bearing in mind the uses of your Personal Data as described in this privacy policy and otherwise as communicated to you. I review the Personal Data I hold at regular intervals and delete permanently or anonymise any Personal Data which is no longer necessary.

#### **6. Children**

This Website and my services are aimed at adults, and I do not knowingly collect any Personal Data relating to children aged under 15 years old. If you are under the age of 15, please do not provide me with any of your Personal Data, including your email address.

#### **7. Access to and control over your Personal Data**

You have legal rights under applicable law in relation to your Personal Data. You can ask the following questions, or take the following actions, at any time by contacting me via email [jayne@jaynedavisromance.co.uk](mailto:jayne@jaynedavisromance.co.uk) or via my postal address:

- see what Personal Data I hold about you (if any), including why I are holding it and who it could be disclosed to;
  - ask me to change/correct your Personal Data;
  - ask me to delete your Personal Data;
  - object to the processing of your Personal Data;
  - ask me to restrict the processing of your Personal Data;
  - withdraw any consents you have given me to the processing of your Personal Data;
- and

- express any concerns you have about third parties' use of your Personal Data.

## **8. Change of purpose**

I will only use your Personal Data for the purposes for which I collected it, unless I reasonably consider that I need to use it for another reason and that reason is compatible with the original purpose. If you wish to have an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact me.

If I need to use your Personal Data for an unrelated purpose, I will notify you and I will explain the legal basis which allows me to do so.

## **9. Contact Me**

My full details are: **Jayne Davis**

Email for Privacy Questions: [jayne@jaynedavisromance.co.uk](mailto:jayne@jaynedavisromance.co.uk)

Postal Address: **Unit 15310, PO Box 7169, Poole, BH15 9EL, UK**