Privacy Policy

Introduction
Life in the Village is committed to protecting the privacy of our readers, clients and website users and aims to safely and securely process their data in accordance with our legal obligations.

We hold personal data about our clients, employees, suppliers, readers and website users for a range of business purposes.

We aim to ensure that we are only process personal where necessary to fulfil a business contract, conduct a legitimate business relationship or when we have been given express permission to do so.

This policy sets out how we show how we protect personal data and demonstrate that we understand the rules governing its use.

Who are Life in the Village?
Life in the Village is classified as a data controller and a data processor. It means we decide how and why we process data. As a data processors, our staff and suppliers act on our instructions as the data controller. We are registered with the Information Commissioners Office.

Who is responsible for personal data?
The person responsible is the business owner, Lisa Lambon who can be contacted by email at lisa@lifeinthevillage.co.uk and admin@lifeinthevillage.co.uk by phone on 01684 773135 or by post at Life in the Village, Jasmine House, Bredon’s Norton, Tewkesbury, Gloucestershire, GL20 7EZ.

What is personal data?
Personal data is any information given to us that identifies an individual. This could include your name, address, email address, date of birth, telephone numbers or other personal details.

What personal data do we collect?
We collect basic personal data when we receive business enquiries, job applications or subscriptions from clients, suppliers, readers, website users or members of our community on social media. This would normally be limited to name, address, email address and telephone numbers and does not usually include information classed as sensitive. No personal data is collected without consent.
What legal basis do we use for processing data?

We use ‘contract’, ‘legitimate interest,’ and ‘consent’ as the basis for collecting, storing and processing personal data.

When we use consent as a basis, we only do so if an individual has actively signed up to receive specific communication, eg by ticking the consent box for email contact when visiting our website to enter a competition.

How do we use personal data?

We collect, store and use personal data given to us to carry out our business obligations and conduct relationships of legitimate interest, document these transactions and further our relationships with clients, staff and suppliers.

Where readers and website users have given permission for us to contact them we may sometimes pro-actively send them updates about our products and services via email eg email out details of our latest competitions.

We do our utmost to keep all personal data safe. Information is only shared when explicit consent has been given eg if you have signed up to be contacted by us and the prize provider when we run a competition with a partner company. We will never share your details with a third party for marketing purposes.

How do we store personal data?

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

HMRC and other regulatory bodies require us to keep business records for seven years so any personal data we collect in the course of our business is stored for this minimum period.

How can you control your personal data?

You can access and amend the data we hold on you at any time.

If you have given consent for us to contact you and want to update your details or withdraw permission, you can do so at any time. Please email lisa@lifeinthevillage.co.uk or admin@lifeinthevillage.co.uk and ask for your details to be removed from the mailing list. You can also unsubscribe from our mailing list by clicking the ‘unsubscribe’ link at the bottom on certain email communications.
How we use cookies

A cookie is a small file which asks permission to be placed on your computer’s hard drive. The file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system. Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Some web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other websites

Our website contains links to other websites that may be of interest. However, once you have used these links to leave our site, we have no control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Changes to our privacy policy

Life in the Village may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 18th May 2018.

How to contact us

If you wish to raise any issues linked to this privacy policy please contact Lisa Lambon either by email at lisa@lifeinthevillage.co.uk and admin@lifeinthevillage.co.uk or by phone on 01684 773135 or by post at Life in the Village, Jasmine House, Bredon’s Norton, Tewkesbury, Glos, GL20 7EZ.