



## Data Protection and Privacy Policy

At TEE Publishing Ltd we are committed to ensuring your privacy is protected. This privacy policy explains how we use the information we collect about you, how you can instruct us if you prefer to limit the use of that information and procedures that we have in place to safeguard your privacy.

All book orders are processed through SAGE and when you place an order you are accepting their terms and conditions and privacy policy also which are clearly detailed.

### What information do we collect? How do we use it?

We may collect, store and use the information relating to any transactions carried out between you and us on or in relation to this website, including information relating to any purchases you make.

### TEE Publishing collects the following data to process a purchase via SEE Tickets:

- Name
- Postal Address
- Email Address
- Phone Number

### Recipients

Any natural or legal person with access to personal data is considered a recipient (whether they are internal or external to the organisation acting as data controller). TEE Publishing shares personal data only with the recipients necessary to fulfil the stated purpose(s) of processing.

### International transfers

Any transfer of personal data which are undergoing or are intended for processing after transfer to a third country or to an international organisation shall take place only if appropriate safeguards are in place, or if other specific exceptions apply. The rules governing data transfers are applicable to internal transfers as well as to external transfers.

### Retention period

TEE Publishing has defined the retention periods for each category of personal data, according to the purposes of processing. TEE Publishing retains your data for 15 years.

### Archiving personal data

Once the data is processed and not in production, they are archived for the duration of the retention period. The access to these archives is limited, and supplementary security measures are in place to protect the archived data.

### Will TEE Publishing Ltd disclose the information it collects to outside parties?

- TEE Publishing Ltd does not sell, trade or rent your personal information to others.
- Also, TEE Publishing Ltd may provide aggregate statistics about our customers, sales, traffic patterns and related site information to reputable third-party vendors, but these statistics will include no personally identifying information.
- We may choose to do so in the future to assist with fulfilling orders, delivering packages, sending postal mail and e-mails, removing repetitive information from customer lists, analysing data, providing marketing assistance, processing credit card payments and providing customer services. Such companies and individuals will have access to personal information needed to perform these functions, but may not use it for any other purposes and are required to process the data in accordance with the UK's Data Protection legislation.

### As data controller

For all processing involving third-party data processors, we implement contracts with the processors including, at the minimum, the requirements stated in article 28 of the GDPR as well as instructions to be followed by the processor, a breach notification clause, an audit clause, a responsibility clause, and provisions which the processor must follow at the end of the contract.

### Updating your details

If any of the information that you have provided to TEE Publishing Ltd changes, for example if your e-mail address or name or if you wish to cancel your registration, please let us know the correct details by sending an e-mail to [info@teepublishing.co.uk](mailto:info@teepublishing.co.uk).

## **Data Protection**

All information provided to TEE Publishing Ltd will be treated confidentially and shall not be passed to third parties, except where necessary to complete a sale transaction. TEE Publishing Ltd reserves the right to pass on information when required by legislation, government authorities or the courts.

## **Individual rights**

The General Data Protection Regulation (GDPR) provides the following rights for individuals:

- 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.

If you require exercising any of these rights, please let us know by emailing [info@teepublishing.co.uk](mailto:info@teepublishing.co.uk)

## **Notification in the event of a personal data breach**

In the event of a personal data breach, TEE Publishing assesses the risk for the data subjects and, if there is a risk, notifies the competent supervisory authority within 72 hours. If the risk assessment indicates a high risk for the data subjects, TEE Publishing communicates the breach of personal data to the data subjects. A specific procedure concerning the management of security incidents has been formalised.

## **Breach monitoring and documentation**

TEE Publishing has implemented a data breach record. In the event of a personal data breach, TEE Publishing will analyse the source and formalise recommendations to address the risk(s). The recommendations will be followed to limit the risk of a repeat incident.

## **Use of Cookies**

Cookies are small files saved to the user's computers hard drive that track, save and store information about the user's interactions and usage of the websites.

This website does not store any information that would, on its own, allow us to identify individual users of this service without their permission. Any cookies that may be used by this website are used either solely on a per session basis or to maintain user preferences. We do monitor visitors to the site to better understand how they use it. This software will save a cookie to your computer hard drive in order to track and monitor your engagement and usage of the website, but will not store, save or collect personal information.

## **Social Media Platforms**

Communication, engagement and actions taken through external social media platforms that we use are custom to the terms and conditions as well as the privacy policies held with each social media platform respectively.