



Data Protection Policy

We are committed to processing data in accordance with the responsibilities under the GDPR.

Guiding principles

- We will take care to adhere to the law when collecting, handling and storing personal data.
- We will protect the rights of staff, volunteers, partners, beneficiaries, visitors
- We are open about our processes
- We will process all data in a fair and lawful way
- Data will only be obtained for specific lawful purposes
- It will be adequate, relevant, kept up to date, not held for longer than necessary

The policy applies to all offices of Latest Group CIC

1. Everyone who has responsibility for handling data will ensure it is collected, handled and stored appropriately
2. The directors are responsible that the organisation fulfils its legal requirements
3. The IT Manager (Rick Caprino) is responsible for ensuring all systems and equipment for storing data meets acceptable security standards. See Appendix 1 for protocols relating to the website
4. Data will be kept confidential and not shared informally
5. When data is stored on paper it shall be kept in locked drawers or filing cabinets, not left where others can see it and shredded when no longer needed
6. When data is stored electronically it must be protected from unauthorised use
7. Data should be backed up frequently
8. Data should never be saved to tablets or private devices
9. Data should be protected by strong passwords
10. Data should be encrypted if transferred electronically

All individuals who have data held are entitled to..

Ask what information held and why, be informed how it is kept up to date and understand how the company is meeting its data protection obligations.

Any requests should be passed immediately to Cathy Smith or Rick Caprino

Appendix 1

Privacy & Cookie Policy

The privacy of our visitors is important to Latest Group CIC. As part of the General Data Protection Regulations (GDPR) compliance, this document outlines the types of information that is received and collected from our website visitors.

What are Cookies?

Cookies are small text files stored on the hard drive by your web browser when you use websites.

Types of cookies used on this website:

Analytical/performance cookies.

These gather data that is anonymous and not linked to any information that is personally identifiable to you. The type of data collected includes:

- Type of browser
- Type of device
- Source (how you reached the website)
- Date/time stamp
- Number of clicks to analyse trends

Analytical data is retained in Google Analytics for 14 months.

Cookie names and data retention times:

cookie name: `_ga`.....| expires/max age: 2 year

cookie name: `_gid`.....| expires/max age: session duration

Operational/functional/session cookies & WordPress cookies

cookie name: `cookieconsent_status`....| expires/max age: 1 year

cookie name: `IDE .doubleclick.net`.....| expires/max age: 1 year (Set by Google when using WordPress CMS)

(admin users only)

cookie name: `wordpress_logged_in_`| expires/max age: session duration

cookie name: `wordpress_test_cookie`| expires/max age: session duration

cookie name: `wp-settings-`| expires/max age: session duration

cookie name: `wp-settings-time-`| expires/max age: session duration

cookie name: `wp_woocommerce_session_acac` ...| expires/max age: 1 day

cookie name: `woocommerce_cart_hash`| expires/max age: 1 day

cookie name: `woocommerce_items_in_cart`| expires/max age: 1 day

These are strictly necessary cookies required for the operation of this website.

Includes cookies that enable you to log into a secure area of the website or use a shopping cart.

Personal information (email addresses, phone numbers, street addresses) used on contact/comment forms or when making a purchase on our online shop are stored



only to contact you about your inquiry, request or to ship products and never shared with 3rd parties.

What rights you have over your data

With the new General Data Protection Regulations (GDPR) you have the option to opt in and consent to storing your data prior to submitting contact or comment forms on this website.

If you opt in, you can request to export, change/amend or delete your data within 30 days free of charge by contacting us: sysadmin@thelatest.co.uk

If you opt out we will not keep a record of your contact information.

This does not include any data we are obliged to keep for administrative, legal, or security purposes.

Comments

When visitors leave comments on the site we collect the data shown in the comments form, and also the visitor's IP address and browser user agent string to help spam detection.

An anonymised string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service privacy policy is available here: <https://automattic.com/privacy/>.

If you leave a comment on our site you may opt-in to saving your name, email address in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

How long we retain your data

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognise and approve any follow-up comments automatically instead of holding them in a moderation queue.

For users that register on our website (if any), we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

Where we send your data

Visitor comments may be checked through an automated spam detection service. Your personal data is never shared with 3rd parties by Latest Brighton Ltd.

Admin users

If you have an account and you log in to this site, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

Disabling or deleting cookies



You can control the use of cookies by configuring your browser's privacy settings (please refer to your browser's help section to learn more about cookie controls).

Tracking cookies:

DoubleClick DART Cookie

Google, as a third party vendor, uses cookies to serve ads on thelatest.co.uk. Google's use of the DART cookie enables it to serve ads to your users based on their visit to www.thelatest.co.uk and other sites on the Internet.

Users may opt out of the use of the DART cookie by visiting the Google ad and content network privacy policy at the following URL

– http://www.google.com/privacy_ads.html

Some of our advertising partners may use cookies and web beacons on our site. Our advertising partners include:

Google Adsense – Will show you relevant advertising

These third-party ad servers or ad networks use technology to the advertisements and links that appear on www.thelatest.co.uk send directly to your browser. They automatically receive your IP address when this occurs. Other technologies (such as cookies, JavaScript, or Web Beacons) may also be used by the third-party ad networks to measure the effectiveness of their advertisements and/or to personalise the advertising content that you see.

This website has no access to or control over these cookies used by third-party advertisers.

You should consult the respective privacy policies of these third-party ad servers for more detailed information on their practices as well as for instructions about how to opt-out of certain practices. This website's privacy policy does not apply to, and we cannot control the activities of other advertisers or web sites.

Contact Forms

Personal information (email addresses or phone numbers) used on contact forms on this website are stored only to contact you about your inquiry and never shared with 3rd parties.

Under the new EU General Data Protection Regulations (GDPR) you have the option to opt in and consent to this prior to submitting contact forms on this website.

If you opt in, you can request to export, change/amend or delete your data within 30 days free of charge by contacting us: sysadmin@thelatest.co.uk

If you opt out we will not keep a record of your contact information.

In case of a data breach you will be informed after 72 hours in accordance with the new regulations.

Security:

This website has SSL certification as part of our data protection strategy.

In case of a data breach on our network you will be informed in 72 hours in accordance with the GDPR.

If you require any more information or have any questions about our privacy & cookie policy, please feel free to contact us by email: sysadmin@thelatest.co.uk