

PRIVACY STATEMENT

MARMALADE JAM GROUP LIMITED
(Marmalade Publishing/Marmalade Jam Productions)

Secure Use

This Web site is owned and administered by “Marmalade Publishing” and/or “Marmalade Jam Productions”, trading names of the “Marmalade Jam Group Limited”, “the Company”. The primary purpose of this site is to inform you of the products and services we provide to help and protect businesses and assets like yours. We want you to feel secure when visiting our site and are committed to maintaining your privacy when doing so. The following provides an overview of how we protect your privacy during your visit.

Privacy Policy

“Marmalade Jam Group Limited” / “Marmalade Publishing” / “Marmalade Jam Group” is committed to protecting the privacy of our users and clients. This privacy policy is intended to inform you how we gather, define, and utilise your Information.

This policy applies to Information collected by us, or provided by you, over our Website or in any other way (such as over the telephone). It is also intended to assist you in making informed decisions when using our Website. Please take a minute to read and understand the policy.

All your personal Information shall be held and used in accordance with the Data Protection Act 2018 (the “Act”) and any other applicable data protection laws within the EU and the United Kingdom, including but not limited to the General Data Protection Regulation (GDPR). If you want to know what information we collect and hold about you, please write to us at: “info@marmaladepublishing.com”

“Marmalade Jam Group Limited” / “Marmalade Publishing” / “Marmalade Jam Group” is the data controller of your Information for the purposes of the Act.

What information do we collect on our website?

When you visit our Website, you may provide us with personal information such as name, address, email address and phone number (“Information”). You may provide us with Information in a number of ways:

- by supplying us with the Information as listed above, on an individual basis by completing a Contact Us form on our Website, signing up to receive a newsletter or registering for an event; and
- by corresponding with us by email, in which case we may retain the content of your email messages together with your email address and our responses.
- We may also collect personal data from authorised and recognised job boards that you may have previously consented to.

We may also collect information about your computer, including where available your IP address, operating system and browser type and the geographical location of your computer, for system

administration. This is statistical data about browsing actions and patterns and does not identify you as an individual

Cookies

Similar to other commercial websites, our Website uses a technology called “cookies” and web server logs to collect information about how our Website is used. For details about how we use cookies, please see in the footer of the website (www.marmaladepublishing.com) our [Cookies Policy](#).

How do we use the information that you provide to us?

We use your Information in the following ways:

- to ensure that content from our Website is presented in the most effective manner for you and your computer or device;
- to notify you about changes to our service;
- to contact you with information about our services that we feel may be of interest to you (you can let us know at any time if you no longer wish to receive these communications by contacting us at “info@marmaladepublishing.com” or following the instructions contained in the communication.

We may pass your Information to third party organisations:

- if we buy or sell any business or assets in which case we may disclose your Information to the seller or buyer of such business or assets;
- if we are under a duty to disclose or share your personal data to comply with any legal obligation or in order to enforce or apply our terms and conditions and other agreements or protect the rights, property, or safety of our customers, or others. This includes exchanging information with other companies and organisations for fraud protection and credit risk reduction.

Your consent

By using our Website, you consent to our collection and use of the Information as described in this Privacy Policy and the Cookies Policy. If we change our privacy policies and procedures, we will post those changes on our Website or otherwise notify you to keep you aware of what information we collect, how we use it and under what circumstances we may disclose it.

Your Rights

Under the GDPR you have a number of important rights free of charge. Under certain circumstances, you have the right to:

- **Request access** to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are processing your personal information for direct marketing purposes.
- **Object to decisions** being taken by automated means which produce legal effects concerning you or similarly significantly affect you.
- **Object in certain other situations** to our continued processing of your personal information.
- **Request the transfer** of your personal information to another party.

For further information on each of those rights, including the circumstances in which they apply, see the Guidance from the UK Information Commissioner's Office (ICO) on individuals' rights under the General Data Protection Regulation which is accessible via <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.

In some circumstances you can claim compensation for damages caused by our breach of any data protection laws.

If you would like to exercise any of those rights, please:

- email, call or write to us at "info@marmaladepublishing.com"
- let us have enough information to identify you,
- let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill), and
- let us know the information to which your request relates.

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time.

To withdraw your consent, please contact "info@marmaladepublishing.com" Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Your Interests

If we process your personal information for our legitimate interests, we will consider and balance any potential impact on you and your rights under data protection and any other relevant law. Our legitimate business interests do not automatically override your interests – we will not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law).

Information Collected from other Sources

We collect information to analyse the performance of our websites and how different parts of our website are used. We use Google Analytics to do this.

Google analytics stores information about how users get to our sites and from which device types, how content is being used whilst on the site and how long users spend on our site.

Google Analytics also provides information on interests and demographics of our visitors.

The information is collected using a tag placed on our websites and does not relate to any personally identifiable information being collected.

You can read [Googles Data Processing Amendment online here](#).

You can read [Googles Data retention policy here](#)

“Marmalade Jam Group Limited” / “Marmalade Publishing” / “Marmalade Jam Group” has set our analytics not to expire i.e. the information will be retained in order to allow us to analyse trends in our website usage over time.

How can I opt-out of this Data Collection?

If you want to [opt out of Google Analytics collection](#) you can install a browser add on.

If you wish to [opt out of data collection for demographic and interest data](#) you can do this using Google Ad Settings here.

Who we share your personal data with

We will share personal information with other “Marmalade Jam Group Limited” / “Marmalade Publishing” / “Marmalade Jam Group” businesses as appropriate in order to respond to your queries or requests.

We will share personal information with law enforcement or other authorities if required by applicable law.

We will not share your personal information with any other third party and we will only provide your personal information which we consider is necessary for the performance of that reason.

Whether we need your consent

We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

How long will personal Information be retained

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including the purposes of satisfying any legal, accounting, or reporting requirements.

We will hold personal data for the period we are required to retain this information by applicable UK tax law (currently 6 years). In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

“Marmalade Jam Group Limited” / “Marmalade Publishing” / “Marmalade Jam Group” has agreed to retain the information collected in Google Analytics indefinitely in order to allow us to analyse trends in our website usage over time. This is not personally identifiable information.

Where we store your personal data

Data and Information that we collect from you may be transferred to and stored at a destination outside the European Economic Area (“EEA”). You consent to our sending and storing Your Information outside the EEA. We will take all steps reasonably necessary to ensure that your Information is treated securely and in accordance with this Privacy and Cookies Policy.

Security

We maintain high standards of security, however the transmission of information via the internet is not completely secure. So, whilst we will take all reasonable steps to protect your Information, we cannot ensure the security of your data during transit to our Website. Any information you submit is sent at your own risk. Once we have received your Information we will use our procedures and security features to prevent unauthorised access.

Third party sites

Please remember that when you use a link to go from our website to another website, our Privacy Policy is no longer in effect. Your browsing and interaction on any other website, including websites which are linked to ours is subject to that website’s own rules and policies.

Cookies

We collect information directly from you in a number of ways, some of which we describe in this Privacy Statement.

One way is through the use of cookies. For details about how we use cookies, please see in the footer of the website (www.marmaladepublishing.com) our [Cookies Policy](#).

Cookies are small files of information which save and retrieve information about your visit to this site – for example, how you entered it, how you navigated through it, and what information was of interest to you.

The cookies we use identify you merely as a number.

If you are uncomfortable regarding cookies use, please keep in mind you can disable cookies on your computer by changing the settings in the preferences or options menu in your browser.

Changes to this Privacy Policy

This privacy notice was published in September 2019.

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice on this page.