

# The Barn Pots

## Email Policy



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## **Introduction:**

Your privacy is extremely important to The Barn Pots. So, we have taken the time to develop an email policy which includes aspects of the privacy policy that covers how we collect, use, disclose, transfer and store your personal information. If you have any questions about anything in this policy or you would like anything clarifying, then please do not hesitate to get in touch with us via email [thebarnpots@outlook.com](mailto:thebarnpots@outlook.com)

The Barn Pots has one clear aim which is to provide you with events which we host within the year, as well as other aspects of our services. In the past we have had a website however, we decided to terminate the website development due to the low amount of traffic (visitors) we received online.

In the past, The Barn Pots has also owned social media accounts on Instagram and Twitter. Following a review, we decided to close both of the accounts due to the lack of content and also privacy risks for staff and visitors at The Barn Pots.

We would like to thank you for your continued support as we continue to grow and improve our services.

When we refer as "We, Us or Our" we mean The Barn Pots.

Thank You

Kain Monty  
Head of Events at The Barn Pots

## **Your Data and Personal Information: Collection and Use of Personal Information**

Personal information is data that can be used to identify or contact a single person.

You may be asked to provide your personal information anytime you are in contact with The Barn Pots. We may also combine it with other information to provide and improve our services, content, and advertising. You are not required to provide the personal information that we have requested, but, if you chose not to do so, in many cases we will not be able to provide you with our services or respond to any queries you may have.

Here are some examples of the types of personal information The Barn Pots may collect and how we may use it:

### **What personal information we collect**

- When you email The Barn Pots, contact us or participate in an online survey, we may collect a variety of information, including your name, mailing address, phone number, email address and contact preferences.
- When you sign up to The Barn Pots mailing list, we collect a small amount of information, which includes your name, email address and in some cases your phone number. We do not ask for your address as we do not need this information and we cannot store this information with regulations from the Data Protection Act 1998.
- In certain jurisdictions, we may ask for a government issued ID in limited circumstances including when signing up to our mailing list, entering our raffle or contacting The Barn Pots. We follow the process required by law.

### **How we use your personal information**

- The personal information we collect allows us to keep you posted on The Barn Pots's latest announcements, weekly editions, and upcoming events. If you don't want to be on our mailing list, you can opt out anytime by updating your preferences.
- You can unsubscribe from our mailing list by emailing us from the address which you wish to unsubscribe from, with "Stop" in the message body and subject field and sending the email to [thebarnpots@outlook.com](mailto:thebarnpots@outlook.com)

- We also use your personal information to help us create, develop, operate, deliver, and improve our services, content, weekly editions and advertising, and for loss prevention and anti-fraud purposes.
- We may use your personal information, including date of birth, to verify identity, assist with identification of our readers, and to determine appropriate and tailored services.
- From time to time, we may use your personal information to send important notices, such as communications about announcements, discontinuations and changes to our terms, conditions, and policies. Because this information is important to your interaction with The Barn Pots, you may not opt out of receiving these communications.
- We may also use personal information for internal purposes such as auditing, data analysis, and research to improve The Barn Pots's services and customer communications.
- If you enter into a sweepstake, contest, raffle or similar promotion we may use the information you provide to administer those programs.

### **Collection and Use of Non-Personal information**

We also collect data in a form that does not, on its own, permit direct association with any specific individual. We may collect, use, transfer, and disclose non-personal information for any purpose. The following are some examples of non-personal information that we collect and how we may use it:

- We may collect information such as occupation, language, zip code, area code, unique device identifier, referrer URL, location, and the time zone where any item that is owned by Community News is used so that we can better understand customer behaviour and improve our services and advertising. We don't usually collect this information; however, this is not to say that we don't.

### **Other Technologies**

Ads (Adverts) that are delivered by The Barn Pots's advertising platform may appear in The Barn Pots letters, adverts and posters.

In some of our email messages, we use a "click-through URL" linked to content on an external website. When you click one of these URLs, they may pass through a separate web server

before arriving at the destination page on our website. The third party can track this click-through data to help them to determine interest in particular topics and measure the effectiveness of our customer communications. If you prefer not to be tracked in this way, you should not click text or graphic links in the The Barn Pots's email messages.

Pixel tags enable us to send email messages in a format customers can read, and they tell us whether mail has been opened, how many clicks have been made in that email and also see if an attachment has been downloaded. We may use this information to reduce or eliminate messages sent to customers.

### **Disclosure to Third Parties**

At times The Barn Pots may make certain pieces of personal information available to strategic partners that work with The Barn Pots to provide products and services, or that help The Barn Pots market to customers. Personal information will only be shared by The Barn Pots to provide or improve our services or advertising; it will not be shared with third parties for their marketing purposes.

### **Service Providers**

The Barn Pots shares personal information with companies who provide services such as information processing, delivering services to you, managing and enhancing customer data, providing customer service, assessing your interest in our services and conducting customer research or satisfaction surveys. These companies are obligated to protect your information and may be located wherever The Barn Pots operates.

### **Others**

It may be necessary – by law, legal process, litigation, and/or requests from public and governmental authorities within or outside your country of residence – for The Barn Pots to disclose your personal information. We may also disclose information about you if we determine that for purposes of national security, law enforcement, or other issues of public importance, disclosure is necessary or appropriate.

We may also disclose information about you if we determine that disclosure is reasonably necessary to enforce our terms and conditions or protect our operations or users. Additionally, in the event of a reorganisation, merger, or sale we may transfer any and all personal information we collect to the relevant third party.

### **Protection**

The Barn Pots takes the security of your personal information very seriously. When your personal data is stored by The Barn Pots, we use computer server systems with limited access housed in facilities using physical security measures.

**Protection**

Community News makes it easy for you to keep your personal information accurate, complete, and up to date. We will retain your personal information for the period necessary to fulfil the purposes outlined in this Privacy Policy unless a longer retention period is required or permitted by law.

**Integrity and Retention of Personal Information**

The Barn Pots makes it easy for you to keep your personal information accurate, complete, and up to date. We will retain your personal information for the period necessary to fulfil the purposes outlined in this Email/Privacy Policy unless a longer retention period is required or permitted by law.

**Access to Personal Information**

You can help ensure that your contact information and preferences are accurate, complete, and up to date by completing our Contact Update Form which we send out once a year. If there is a change of your information, then please email [thebarnpots@outlook.com](mailto:thebarnpots@outlook.com)

**Third-Party Sites and Services**

The Barn Pots's services and letters may contain links to third-party websites, products and services. Our services may also use or offer products or services from third parties – for example, a third-party advertisement.

Information collected by third parties, which may include such things as location data or contact details, is governed by their privacy practices. We encourage you to learn about the privacy practices of those third parties.

**Privacy Questions**

If you have any questions or concerns about The Barn Pots's Email/Privacy Policy or data processing or if you would like to make a complaint about a possible breach of local privacy laws, please contact us. You can always contact us by email and we will aim to respond as soon as possible: [communitynewshq@outlook.com](mailto:communitynewshq@outlook.com)

All such communications are examined, and replies issued where appropriate as soon as possible. If you are unsatisfied with the reply received, you may refer your complaint to the relevant regulator in your jurisdiction. If you ask us, we will endeavour to provide you with information about relevant complaint avenues which may be applicable to your circumstances.

**Emails:**

The Barn Pots sends out regular emails including letters, invitations to events, notices and more. We send all communications from one email address [thebarnpots@outlook.com](mailto:thebarnpots@outlook.com)

All messages send from any of the above accounts are directed to the recipient intended only. If you believe that you have been sent an email in error. Please contact our Support team at [thebarnpots@outlook.com](mailto:thebarnpots@outlook.com) by forwarding the original email. After forwarding the email affected then please delete that email with immediate effect as it may contain personal and/or private information.

Please check the email address to see if it matches the ones listed above as there are lots of phishing scams with people aiming to impersonate a specific company. We recommend adding the above email addresses to your address book to make sure our emails don't go directly into junk.

Computer viruses and malware can be distributed via email, we will never have the intentions of sending viruses or malware via our emails. We cannot be held responsible for any malware or viruses send by the official Community News accounts as it's the recipients responsibility to complete a virus check before opening the email or any attachments contained in the email.

All content in our emails and its attachments are under copyright restrictions by us and any other sources in the attachments or emails, please contact us for further information.

**This Policy:**

The Barn Pots may update its Email/Privacy Policy from time to time. When we change the policy in a material way, a notice will be sent out in an email along with the updated Privacy Policy attached.

We complete an annual revision of the policy every six months. The next revision will be in July 2018.

<b>Date</b>	<b>Version</b>	<b>Changes</b>
12/12/2017	V1.0	Document Published