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Storyburst Privacy Policy

**Our contact details**

Name: Thérèse McKenna

Address: Flat 2, 94 Sunnyside Street, Belfast BT7 3EG

Phone Number: +447786242139

E-mail: therese@storyburst.org

[www.storyburst.org](http://www.storyburst.org)

[visualnewsdesk@storyburst.org](mailto:visualnewsdesk@storyburst.org)

[maria@storyburst.org](mailto:maria@storyburst.org)

**The type of personal information we collect**

We currently collect and process the following information:

* Personal identifiers, contacts and characteristics (for example, name and contact details)
* Business information relating to client projects
* Supplier/client financial information for the purpose of making payments
* Website user stats

**How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

* Personal identifiers and business information to facilitate delivery of projects
* Financial information to facilitate payment
* Web stats to inform business development or marketing

We use the information that you have given us in order to contact you and relevant, requested stakeholders in your project to receive project briefings, requests, updates, feedback and sign-off. Or to make or receive payments. And basic web stats from Google Analytics can inform business development or marketing.

We may share this information with colleagues who are intrinsic to delivery of your project; or project stakeholders nominated by you.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting therese@storyburst.org**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a vital interest.**

**(e) We need it to perform a public task.**

**(f) We have a legitimate interest.**

**How we store your personal information**

Your information is securely stored within Storyburst’s company cloud storage (Google Drive and WeTransfer for project files; GSuite for email data), and on company Mac computer hard drives that are password-secured. The website www.storyburst.org is built on a Wix.com platform and uses google analytics. Financial information is securely handled via Xero.

We keep contact information and project files for seven years. We will then dispose your information by deleting all electronic files and by wiping hard drives as required.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [therese@storyburst.org](mailto:therese@storyburst.org) or +447786242139 or by writing to Storyburst, Flat 2, 94 Sunnyside Street, Belfast BT7 3EG, if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at Thérèse McKenna, Storyburst, Flat 2, 94 Sunnyside Street, Belfast BT7 3EG.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>