

# poetry london

## GDPR – data privacy notice

### Who we are

Poetry London is a pre-eminent international literary magazine, which has been developed from a 1988 listings magazine through a long line of distinguished poet/editors. Recently awarded NPO status, from 2018/19,, and building on our established reputation for supporting emerging talent we regularly dedicate one third of our pages to poets who have yet to publish a first collection. We also run a mentorship programme for emerging poets funded by the Fenton Arts Trust, and the Poetry London Clore Prize. Partnership opportunities include an imminent collaboration with and move to the campus of Goldsmith's University, and collaborations with Speaking Volumes, an independent BAME-specialist producer.

We value your data, and we respect your privacy. We do not sell, rent or loan your information to any third party without your consent. By buying a magazine, taking out a subscription, entering our annual Poetry London Clore Prize, donating to us, or otherwise interacting with Poetry London, you agree that we may collect and store personal information about you and your interactions with our organisation. These include: your personal contact details; subscription and donation history, records of payments (not including credit/debit cards details); details of any grant applications, any correspondence and any other information we need to keep in order to work with you. Any information that you give to us is held with the utmost care and security. It will not be used in ways to which you have not consented. All personal information is kept securely on electronic systems. We do not store payment card details. We will use this information to communicate with you and we may, unless you tell us otherwise, communicate with you occasionally about our work and how you can support it. Your personal data is protected in the United Kingdom by the Data Protection Act. If we are holding any information about you, the information should be kept up to date, and not retained for longer than is necessary. It should be kept securely to prevent unauthorised access by other people. You have the right to see what is held about you and correct any inaccuracies. In addition to these legal rights, we are happy to remove any information about you from our systems that you are not happy for us to store.

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## Types of data we collect

### Website Cookies

When you visit this site a small amount of information known as a *cookie* is stored on your computer. This is used to track the path that you take through the site so that backward links can be dynamically adjusted to the way you use the site. The information is also used to analyse traffic patterns and improve navigation.

### Google Analytics

We use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns when you visit this site. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

### Mailing Lists

As part of the registration process for our e-newsletter, we collect personal information. We use that information for a couple of reasons: to tell you about stuff you've asked us to tell you about; to contact you if we need to obtain or provide additional information; to check our records are right and to check every now and then that you're happy and satisfied. We don't rent or trade email lists with other organisations and businesses.

We use a third-party provider, MailChimp, to deliver our newsletter. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter. For more information, please see [MailChimp's privacy notice](#). You can unsubscribe to general mailings at any time of the day or night by clicking the unsubscribe link at the bottom of any of our emails or by emailing our data protection officer Ellen on admin (at) poetrylondon.co.uk.

### Ticketing Data

When you purchase a ticket (or tickets) through Kings Place or online through Eventbrite your name, address data, email and contact number will be stored in the Kings Placer Box Office system, or in our own database in the case of Eventbrite. You may, of course, purchase a ticket (or tickets) in person without supplying the

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aforementioned personal data. Please be assured that we do not share your personal details with any other company without your consent. Kings Place do not even share your personal data with us! Here is [King's Place's privacy policy](#).

## Arts Council and Grant Reporting

We may share anonymised personal information with other organisations, particularly Arts Council England, who use this to analyse our audience development programmes, ticket sales and self-generated funding to understand the impact of the public investment made in Poetry London. We will also share anonymised information with other grant funding bodies, such as Trusts and Foundations. We will not share sensitive information, contact details, or payment details.

## Access to your personal information

Under GDPR, are entitled to view, amend, or delete the personal information that we hold. Email your request to our data protection officer Ellen on admin (at) poetrylondon.co.uk.

## Changes to this Privacy Notice

This privacy notice was last updated May 2018.