

Write Away! privacy policy

Any organisation has a legal duty to follow GDPR regulations when gathering, storing, sharing or processing personal data.

Personal Data is anything that can identify or be associated with an individual. This includes name, address, email address, telephone number and photographs.

Write Away! magazine gathers:

- the personal contact information of teachers who submit their pupils' work (name, postal address and email address)
- the names and year groups of the children whose work is featured in the magazine
- the names and signatures of the parents/guardians who have given their permission for the children's work to be included in the magazine.

This personal data is kept securely by the magazine editor. It is not shared with people outside the magazine or outside Light Bulb Languages without the express permission of the people involved.

Teachers, children and parents must sign a consent form to enable their personal data to be gathered and stored in this way.

INTERNET:

Write Away! magazine operates a web page at <https://www.lightbulblanguages.co.uk/writeaway.htm>. No personal data is shared on this web page - it is an information portal only.

Changes to this Privacy Policy

This Privacy Policy is effective as of 03.05.19.

We reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically.

