

# The War and Media Network's Privacy Policy

This notice falls under the [General Data Protection Regulation](#) (GDPR).

## Who we Are

The War and Media Network is a voluntary run network founded and managed by Professor Sarah Maltby. Professor Maltby is based at the University of Sussex but the War and Media Network has no direct relationship with the University.

## Privacy

The War and Media Network strives for transparency and trust when it comes to protecting your privacy and we aim to clearly explain how we collect and process your information. It's important to us that you should enjoy using our services and website without compromising your privacy in any way.

This policy outlines how we collect and use different types of personal information, and the reasons for doing so. You have the right to access, change or delete your personal information at any time by contacting us; details included in our "Contact Us" section.

Our policies will be updated from time-to-time. Please refer back regularly to keep yourself updated.

This policy applies to "users" (or "you") of The War and Media Network; that is anyone registering with The War and Media Network. This includes event attendees, subscribers, website users.

## Collection and use of your information

The information you provide us, and that which we gather based on your activity, helps us to deliver more relevant content. We collect and store some information about you in order to deliver services to you (such as your subscription, or so that you can attend a War and Media Network Event). We also collect information when you use our services and further details are provided below.

## Information we collect

### Information you provide us which we need in order to provide you with our services

There is certain personal information that we need in order to provide the services that you have chosen. Examples of details we collect in order to fulfil a subscription to *War and Media Network* include:

- Name
- Email address
- Organisation

### **Information we collect through your use of our products**

When you use our online platform, we collect information that helps us to deliver the service you have chosen and to improve your experience. Examples of the type of information we may collect are:

- Browser
- Email Provider
- The pages you read on our websites and how you got to them
- Device
- IP address
- Internet Connection
- Location (in some cases)

### **Information we do not track**

We do not track or collect any sensitive information about you. This includes race, religion, ethnicity, and political opinion.

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

We primarily use your information for the purpose of delivering the services that you have chosen. For further details about this, and other ways we may use your information, please read the sections below.

#### **To provide services;**

- To send you content via newsletters if you have requested us to do so.
- To send you service notifications related to your service such as subscription renewal notifications and password resets.
- To manage queries and complaints.
- To manage your privacy preferences and to ensure you only receive communications that you have requested.
- To send you administrative emails about your account, reminders for upcoming events, or new policies.
- To prevent users from posting illegal, offensive or objectionable comments on our site.
- To run promotions or if you agree to be a speaker or contributor at, or in, one of our events. In these cases, subject to any specific terms The War and Media Network agrees with you separately, you grant a global right to The War and Media Network to use your name, picture, voice, biographical information and statements, for advertising, publicity and promotional purposes in all media now known or discovered afterwards and on the internet.

### **Other uses of your information**

Other than where we have asked for your consent, we mainly rely on two other separate bases to lawfully use your information. First, we need to use your information

in certain ways to provide our services to you, in accordance with our contracts with you. In this case, it is necessary for us to use your information so that we can deliver the services you have chosen. Second, as described in more detail below, in certain cases, we may use your information where necessary to further our legitimate interests, where those legitimate interests are not overridden by your rights or interests:

- To measure customer and user response and engagement with our services such as online content, email newsletters. This may include sharing your information with third parties who help us to analyse and measure these things.
- To ensure our services (including our website) are compatible with the browsers and operating systems used by most of our visitors.
- To help us improve our user experience and to support in new service development. We may send user satisfaction surveys and questionnaires.
- To detect and reduce fraudulent activity and for other security related purposes such as to help us protect against harassment, IP infringement, crime or other security issues.

You have the right to object to any of the above uses of your information, please contact us if you wish to do so. We will consider all objections reasonably, but there may be legal reasons where we deem that the use of your information is still appropriate. We will explain our decision to you in a timely manner.

## **Social media**

The War and Media Network publishes content on social media platforms e.g. Twitter, Facebook, through "organic" methods to reach current and potential readers. "Organic" methods describe where content and/or offers are published onto a social platform so that they may appear in your social platform's content, without being promoted or forced to appear more prominently, e.g. The War and Media Network's Facebook Page. We do not have direct access to your personal data on your social media platforms.

## **Retaining and storing your information**

### **Retention policy**

We securely store your information, and hold it for as long as we need to in order provide our services to you in accordance with (i) applicable law, or (ii) as long as is set out in any relevant contract you have with us.

We review our retention periods for personal information regularly. If you have not interacted with us in any way, we will generally no longer hold your information after 5 years.

If you request for us to no longer contact you, for example with email communications, we will retain the minimum amount of information about you so that we can ensure we

remove you from any future communications. Please note that if you ask us to completely remove **all** information about you, and you subsequently use our services at a later date, we will no longer be able to recognise your previous request to not be contacted, which is why we would keep it and suppress it in line with industry standards.

### **Storing and transferring information internationally**

As the internet is a global environment, collecting and using your personal information may involve the transfer of this information internationally, including outside of the European Union. By using our services, you acknowledge and agree to your personal information being transferred in this way, including to jurisdictions outside the EEA.

### **Keeping your information safe**

We take information security seriously and have policies and procedures in place to ensure the information we hold on you remains safe. We limit who has access to your information and ensure that those who do are bound by contracts to keep your information availability restricted and safe.

### **Individuals under 16**

The War and Media Network does not intentionally, or knowingly, process personal information from individuals under the age of 16. When necessary, users under the age of 16 will be told not to submit any personal details. We will make every effort to delete any details of such users where a parent or guardian has informed us that these details have been collected.

### **External links**

This privacy policy only applies to The War and Media Network's use of data. Our website and services may, from time to time, contain links to, use or be on external sites. The War and Media Network is not responsible for the privacy policies or the content of such sites and we recommend that you read the privacy policies on any external sites you use. Similarly, if you are directed to our website from a third party we are not responsible for the privacy policy or practices of the third party. We strongly recommend you read their policy.

### **Contact Us**

If you have questions about this policy or about your personal information, please send correspondence to us at the following address:

The War and Media Network  
School of Media, Film and Music  
University of Sussex  
Brighton  
BN1 9RH

Alternatively, you can use the email address: [maltby@warandmedia.org](mailto:maltby@warandmedia.org)

## **FAQs**

- *How can I see what information you hold on me?*  
You can contact our data privacy manager as set out in our '[Contact Us](#)' section above.
- *How do I opt out of email communications?*  
You can update your preferences at any time, and for subscribers of *The War and Media Network*, this can be done by clicking the unsubscribe link at the bottom of our emails.
- *How do I make a complaint?*  
If you have a complaint regarding any aspect of your personal information or this privacy policy, please write directly to [maltby@warandmedia.org](mailto:maltby@warandmedia.org)  
If you are still not satisfied with the outcome of your complaint, you may write to the Information Commissioner's Office as set out below.
- *Can I write to the ICO?*  
Yes, you can. Contact details are at [Information Commissioner's Office](#).
- *How long do you hold my information for?*  
We generally hold information for up to 5 years if we have had no interaction with you.
- *Can I ask you to delete my information?*  
Yes, just contact us and we will delete your information.
- *How do I update my information?*  
You can update it at any time by contacting us.
- *What are my rights under GDPR?*  
You have a right to ask us for information we hold about you, please email [maltby@warandmedia.org](mailto:maltby@warandmedia.org)

## **Your rights**

You also have the right to ask for us to update, delete or stop processing information we hold about you.

## **Changes to this policy**

From time to time, we may make changes to the privacy policy. This may be in relation to changes in the law, best practice or changes in our services. These changes will be reflected in this statement, so you should check here regularly.

Last update: 16<sup>th</sup> January 2019