

# Orkney Today Limited

# Privacy Policy

The privacy of our users is important to us and we take care to safeguard it. This policy explains how we use your personal information.

Our privacy policy is regularly reviewed to make sure we continue to serve the privacy interests of our customers. We reserve the right to change and update the privacy policy and these changes will be posted on our web site. We encourage you to visit this page from time to time to ensure you are aware of our any changes we may have made.

If you have any queries concerning your personal information or any questions on our use of the information, please contact [info@orkneytoday.co.uk](mailto:info@orkneytoday.co.uk).

## **WHO WE ARE**

In this Privacy Policy references to "we" and "us" are to Orkney Today Limited, a company incorporated in Scotland (registered number SC253080) and having our registered office at Dunkirk, Shore Street, Kirkwall, Orkney, KW15 1LG.

## **WHAT INFORMATION WE COLLECT AND HOW**

The information we collect via this website may include:

- (1) Any personal details you type in and submit, such as name, address, email address, etc.
- (2) Your IP address (this is your computer's individual identification number that is assigned to your computer when connected to the Internet) which is automatically logged by our web server. This information is collected by our web host (presently [Calico Internet Limited](#).) This information may be used by our web host to perform technical diagnosis of our web site's performance on a statistical basis and may be used by us to analyse interest in our website.

## **WHAT WE DO WITH YOUR INFORMATION**

Any personal information we collect from this website will be used in accordance with the Data Protection Act 1998 and other applicable laws. The details we collect will be used to process your order for a subscription to the Orkney Today newspaper (we may pass your details to another organisation to supply/deliver the Orkney Today newspaper you have subscribed to).

Data Protection legislation states that we must ensure that personal data held by us is accurate and up-to-date. Please help us to fulfil this obligation by informing us of any changes in your personal details by contacting us at the email or postal address below.

We may use third parties to carry out certain activities, such as processing and sorting data, monitoring how customers use our site and issuing our e-mails for us. Rest assured that third parties will not be allowed to use your personal information for their own purposes.

We reserve the right to cooperate with law enforcement officials in the investigation of alleged unlawful activities of our customers or relating to our customers. We will have no legal liability for such disclosures.

## **YOUR RIGHTS**

(1) You can ask us to update or remove your personal information by emailing [subscribe@orkneytoday.co.uk](mailto:subscribe@orkneytoday.co.uk) or by writing to us at our customer services address in (2) below. However, please note that we may need to keep some personal data in order to process newspaper subscriptions.

(2) You also have the right to request a copy of any personal information we hold about you. To do this, simply write to us at the following address, enclosing a cheque for £10 payable to Orkney Today Limited to cover our administration costs:-

Orkney Today  
Unit 1,  
Kiln Corner,  
Ayre Road,  
Kirkwall, KW15 1QX

Detailed information about your rights under Data Protection legislation can be found on the website of the United Kingdom Information Commissioner, the address of which is (as at the date of this policy) [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk). The telephone number of the Information Commissioner's Office is 01625 545 700, or (44) 1625 545 700 if phoning from outside the United Kingdom.

## **OTHER WEBSITES**

This privacy policy only covers personal data collected via this website. While we carefully select the Web sites to which we link, we are not responsible for the privacy practices or the content of these Web sites.