

TOURISM SOUTH EAST

Tourism South East Media Data Policy

This policy explains when and why we collect personal information about you as a member of the media, how we use it, the conditions under which we may disclose it to others and how we keep it secure. We may change this policy from time to time so please check this page occasionally to ensure you are happy with the changes. By agreeing to receive our emails and press releases you are bound by this policy. Any questions about this policy should be emailed to poliver@tourismse.com or by writing to Tourism South East 40 Chamberlayne Road, Eastleigh Hampshire, SO50 5JH 02380 625400.

Who we are?

The Southern and South East England trading as Tourism South East (Registered in England, No. 1345038) is a not-for-profit organisation with a mission to support the awareness and growth of tourism businesses and destinations within South East England through PR & marketing, training, research and other services.

What information is being collected?

The personal information we collect about you will only be your name, job title, publication name, telephone number, address, email address and industry sector. The legal basis for processing your data is 'legitimate interest', because we understand that you operate within the media industry and believe that our information will benefit you in your work. We do not use your personal data for any automated decision making or profiling.

How is it collected?

Your information is collected in one of the following ways.

1. When you subscribe to receive to press releases and notifications. This can be via the telephone, email, verbally at events including TSE's Annual Media Party and via links in social media.
2. If you have not actively subscribed to our database you will be receiving our email via the online forum Travmedia, a third party data provider to which TSE subscribe. Travmedia are fully compliant with the new data regulations and, as you are a member of Travmedia, we have been advised that you have given your consent for them to share your contact details online. If you do not believe this is the case please contact us on press@tourismse.com.

Why is it being collected and how will it be used?

Tourism South East is collecting this information so that we can send you relevant information throughout the year via email. These emails will be filled with news and information about the tourism industry, and the occasional invitation to press events, to help you develop and write media stories. Links to further information will be included. You may also be contacted where appropriate by telephone or text.

How will it be stored?

Your information will be held on a secure password protected server and only used to send you emails and occasional. Your data will be kept on our mailing this and you will be sent emails throughout the year unless you unsubscribe. Our database will be checked every three years. If your email address has become dormant for more than three years we will assume this email address is dormant and remove you from our mailing list.

Who will it be shared with?

The only instance in which we would share information with any other party would be if you attend the TSE Annual Media Party when your details will be shared with our Destination Partners.

Your rights

- You can ask to see the personal data we hold about you and we will show you free of charge.
- We will update the personal data to correct errors when you tell us about them.
- We will supply you with a CSV version of the personal data we hold about you if you ask us to.
- If you wish to make a complaint regarding how we have handled your personal data please contact us initially by email to poliver@tourismse.com
- If you are not satisfied with the way we have responded to your complaint you can complain to the Information Commissioners Office (ICO).
- If you want to stop receiving emails please email press@tourismse.com with UNSUBSCRIBE in the subject line.
- If you ask us to, we will delete your personal data completely.

www.tourismsoutheast.com