

TUESDAY, JULY 30, 2019

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# EasternEye

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## 1. Privacy Policy

Garavi Gujarat Publications Limited is committed to protecting your privacy. This Privacy Policy applies to the Garavi Gujarat websites, Eastern Eye websites, Garavi Gujarat affiliated websites and any such agreement entered into with Garavi Gujarat Publications Limited. The Policy will govern data collection and usage. The continued use of the Garavi Gujarat website will amount to your consent to the data practices described in this policy.

## 2. Our Privacy Promise

Garavi Gujarat Publications Limited promises to:

- Keep your personal data safe and secure.
- To gain consent in how you wish for us to contact you.

## 3. Collection of your Personal Information

If you choose to enter into an agreement with Garavi Gujarat Publications Limited we will ask you to provide information about you for security, identification and verification purposes. This is personally identifiable information, such as your e-mail address, name, age, gender, home or work address or telephone number. When entering into an agreement online we will tell you how the information will be used. When providing information about others you must ensure you have their consent or are otherwise entitled to do so. Garavi Gujarat Publications Limited will retain information collected about you for as long as permitted for legitimate business purposes and to meet any legal obligations.

## 4. What we use your personal information for

- To operate the website and deliver the services you have requested.
- To manage our relationship with you or your business.
- To develop new ways to meet our members' needs and to help us grow our business.
- To inform you of events, conferences, other opportunities and information about Garavi Gujarat Publications Limited.
- To develop and carry out various marketing activities.
- To organise events, conferences, Curry Clubs or Film Fridays in specific areas or regions.
- To understand how our members are using our services.
- To provide additional support or guidance about the use of our services.
- To develop and manage our brand, merchandise and services.
- To test new service offerings.
- To manage how we work with other companies that provide services to us and our users.
- To make and manage financial payments.
- To collect and recover money that is due to us.
- To obey laws and regulations that may apply to us.
- To enable us to respond to complaints and seek to resolve them.
- To run our business in an efficient and proper manner.
- To enable us to exercise our rights as set out in agreements or contracts.
- To perform analytics customer research, to determine your interest for identifying content that generate sales and traffic patterns.

## **5. Collecting personal information about you**

We may collect information about you or your business from some or all of these sources:

### **1. When you subscribe to Garavi Gujarat Print Edition.**

- Full name
- Business name
- Email address
- Contact number
- Postal address
- Job title

### **2. When you subscribe to Garavi Gujarat Digital Edition**

- Full name
- Business name
- Email address
- Contact number
- Postal address
- Job title
- Location

### **3. When you subscribe to the Garavi Gujarat Newsletter**

- Full name
- Email address

4. When you book an awards package for Garavi Gujarator Asian Business Awards or Asian Business Awards Midlands

- Full name
- Job title
- Business name
- Contact number
- Postal address

5. When you book a conference place for Garavi Gujarator Asian Business Awards or Asian Business Awards Midlands

- Full name
- Business name
- Contact number
- Email address
- Postal address

6. When you subscribe to Eastern Eye Print Edition

- Full name
- Business name
- Email address
- Contact number
- Postal address
- Job title
- Location

7. When you subscribe to Eastern Eye Digital Edition

- Full name
- Business name
- Email address
- Contact number
- Postal address
- Job title
- Location

## **6. Data we collect whilst you are using our services**

We collect profile and usage data. This includes the data from when you subscribe to one of our services or book one of our events or conferences. This also includes data we collect from

your computer hardware and software that is collected automatically. This may include:

- IP address
- Browser type
- Domain names
- Device type
- Access times and referring website addresses

This information is used to provide general statistics regarding Garavi Gujarat Publications Limited websites.

## **7. Data from third parties we may work with from time to time**

- Financial service providers who manage fee collection on our behalf.
- Sources of public information such as Companies House.
- Government and law enforcement agencies as applicable.
- Agents that may work on our behalf.

## **8. Who we will share your personal information with**

We may share your personal information with the following organisations:

- Other Asian Media Group companies, i.e. Asian Trade Publications Ltd
- Any party that may be linked to you or the business product or service you provide.
- Any organisation you ask us to share your personal data with.
- Any mailing or printing agents, contractors and advisors that provide a service to us or act as our agents on the understanding that they keep the information confidential.
- Anyone to whom we may transfer our rights and duties under any agreement we have with you i.e. for payment processing.

## **9. Sending Data Outside of the European Economic Area (EEA)**

At present, we send your data outside of the EEA to follow your instructions, to comply with legal duty or to work with our agents, advisers and suppliers. Garavi Gujarat Publications Limited has offices in the US and India and so your personal data may be sent there; in order to, fulfil our obligations to you.

## **10. How long is your personal data kept for?**

The retention period is determined by the length of time for us to perform and manage our services to you. Moreover, there is a need to take into account our need to meet any legal, statutory and regulatory obligations. The reasoning will differ from one piece of data to the next. Garavi Gujarat Publications Limited will periodically review and reassess the personal data we hold. Information which is no longer required will be disposed of safely and appropriately.

**11. If you do not want us to collect your personal data**

Any data collection that is optional will be made in a clear and concise format at the time of collection. However, if you refuse to give us personal data then we will be unable to perform our obligations and duties and therefore we will have to terminate all agreements and services with you.

**12. Accuracy of information**

In order for us to, provide our service to the highest level we need to keep the personal data we hold accurate. Garavi Gujarat Publications Limited will take every precaution to insure that the personal data we hold is accurate. If your personal data does change please contact us at: data@amg.biz and we will change it.

**13. Marketing**

Garavi Gujarat Publications Limited will use your personal data to inform you of other products or services available from Garavi Gujarat Publications Limited and its affiliates. In addition, Garavi Gujarat Publications Limited may also contact you via surveys or other research tools to gauge opinion about our current services or potential new services or events. After opting in, Garavi Gujarat Publications Limited will send you job alerts, unless you withdraw consent by contacting us. In order to, perform our services as requested by you Garavi Gujarat Publications Limited may share your personal data to trusted third parties, this may include: statistical analysis, customer support, postal mail and deliveries.

**14. Data Subject Rights**

The General Data Protection Regulation (GDPR) grants you the "data subject" the following rights:

**1. The right to be informed**

Data subjects have the right to be informed about the collection and use of their personal data. Garavi Gujarat Publications Limited when requested will provide the data subject with the following information:

- The purposes for processing your personal data
- The retention period for the personal data
- With whom the personal data was shared with.

**2. The right of access**

Data subjects have the right to access their personal data which Garavi Gujarat Publications Limited holds about you. This is called a subject access request, it has to be made either verbally or in writing. Garavi Gujarat Publications Limited will respond to a subject access request within one calendar month. Our response will include:

- The source(s) from which we acquired your personal data
- Our purpose for processing the personal data
- With whom the personal data was shared with.

### 3. The right to rectification

Data subjects have the right to have inaccurate personal data rectified or completed if it is incomplete. This request can be made verbally or in writing. Garavi Gujarat Publications Limited will respond to requests within one calendar month.

### 4. The right to erasure

Data subjects shall have the right to be forgotten. A request for erasure has to be verbally or in writing. Garavi Gujarat Publications Limited will respond within one calendar month. In some instances, this request will be refused whereby law we are required to hold personal data. If you request to erase the personal data we hold then we will have to terminate all services and agreements.

### 5. The right to restrict processing

Subject to exemptions, you, the data subject, shall have the right to obtain from us restriction of processing where one of the following applies:

- the accuracy of the personal data is contested by you, the data subject, and is restricted until the accuracy of the data has been verified;
- the processing is unlawful and you, the data subject, oppose the erasure of the personal data and instead request the restriction in its use;
- we no longer need the personal data for the purposes of processing, but it is required by you, the data subject, for the establishment, exercise or defence of legal claims;
- you, the data subject, have objected to processing of your personal data pending the verification of whether there are legitimate grounds for us to override these objections.

### 6. The right to data portability

The data subject has the right to receive your personal data, which you have provided to us, in a structured, commonly used and machine-readable format. You will also have the right to transmit this data to another controller, without hinderance from us.

### 7. The right to object

The data subject, shall have the right to object, on grounds relating to your particular situation, at any time to the processing of personal data concerning you, including any personal profiling; unless this relates to processing that is necessary for the performance of a task carried out in the public interest or an exercise of official authority vested in us. We shall no longer process the personal data unless we can demonstrate compelling legitimate grounds for the processing, which override the interests, rights and freedoms of you, the data subject, or for the establishment, exercise or defence of legal claims.

### 8. Rights in relation to automated decision making and profiling

Garavi Gujarat Publications Limited does not carry out any automated processing, which may lead to an automated decision based on the personal data you give.

## 15. Invoking your rights

If you would like to invoke any of the above rights with us please right to us at: Garavi Gujarat House, 1 Silex Street, London, SE1 0DW addressing your letter to Data Controller or

instead email [data@amg.biz](mailto:data@amg.biz).

## 16. Use of cookies

The Garavi Gujarat Publications Limited websites use "cookies" to help personalize your online experience. A cookie is a text file that is placed on your hard disk by a web page server. Cookies are uniquely assigned to you and can only be read by a web server in the domain that issued the cookie to you. The purpose of cookies is to provide convenience and to save you time. For instance, if you register with a Garavi Gujarat Publications Limited site then a cookie helps the website recall specific information about you on subsequent visits. For more information about the cookies we use see our Cookie Policy.

## 17. Security of your personal data

Garavi Gujarat Publications Limited undertakes to protect your data from unauthorized access or use. Your personal information is secured and stored on computer servers in a controlled, secure environment.

## 18. Contact information

For further information or clarification please contact Garavi Gujarat Publications Limited at [data@amg.biz](mailto:data@amg.biz). If you believe that Garavi Gujarat Publications Limited has not adhered to this statement please contact us at [data@amg.biz](mailto:data@amg.biz), we will respond within a reasonable timeframe and remedy the problem. Garavi Gujarat Publications Limited is based at 1-2 Silex Street, London, SE1 0DW. You can contact Garavi Gujarat Publications Limited by email at [data@amg.biz](mailto:data@amg.biz), writing to us or calling us on 020 7654 7720.

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