

## Privacy Policy

Updated: April 2017

This privacy policy sets out how the Publishers Licensing Society Limited (PLS) uses and protects any information that you provide when you use the PLS, PLSe and PLSclear websites and services. If you provide any information by which you can be identified, it will only be used in accordance with this privacy statement. This privacy policy will relate to those services that you utilise and the personal information that you submit.

PLS is committed to ensuring that your privacy is protected and endorses and adheres to the principles of data protection, as set out in the Data Protection Act 1998 and, from May 2018, the General Data Protection Regulation. Under this legislation, we are classed as a data controller and we have a legal duty to make sure the information we hold about you is kept secure, and is accurate, adequate, relevant and not excessive. You can find out more about the Data Protection Act and the General Data Protection Regulation on the Information Commissioner's Office (ICO) website. We are registered as a data controller with the ICO and our registration number is ZA035011.

This privacy policy does not create any contractual or other legal rights.

We may occasionally change our privacy policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes made to it.

### Personal Information we collect

We may collect the following information (which may include personal information) via PLS, PLSe or PLSclear:

- Name, job title and organisation you work for.
- Contact information including postal and email address.
- If you are signed up to PLS and have a PLSe or PLSclear account – information relevant to maintaining and updating that account.
- We may also collect data from observing your use of PLS, PLSe or PLSclear and any data derived from this.

### What do we do with this personal information

We require this information to understand your needs and provide you with our service, and in particular for the following reasons:

- To improve our services and fulfil requests you make.
- For internal record keeping.
- To subscribe you to our electronic and print publications, if you have requested us to do so.
- We may periodically send promotional or informative emails about relevant news, events, publications and new services we offer to the email address(es), if you have requested us to do so.
- From time to time, we may also use your information to contact you for research or market

research purposes. We may contact you by email, phone or mail. We may use the information to improve our websites. You are able to opt out of any of these areas.

We will retain your personal information for as long as you use PLS, PLSe or PLSclear and for up to six (6) years thereafter in order to give effect to any legal rights arising between us. Should your personal information no longer be necessary during this period we will delete it.

#### Sharing your information with third parties

We may disclose depersonalised data (such as aggregated statistics) about the users of our service in order to describe our traffic patterns and other service information to prospective partners, advertisers, investors and other reputable third parties and for other lawful purposes, but these statistics will include no personal information.

We may occasionally be required by law, court order or governmental authority to disclose certain types of personal information. Examples of the type of situation where this would occur would be:

- in the administration of justice; or
- where we have to defend ourselves legally.

Finally, in the event of a reorganisation, sale or takeover we may need to disclose personal information.

#### Links to external websites

Our website may contain links to other websites. Once you have used these links to leave our site, we cannot be responsible for the privacy and security of any information which you provide to the site you are visiting. Such sites are not governed by this privacy statement and you should look at the privacy statement applicable to the website in question.

#### Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online, covering both our internal staff and our external web developers. In order to assist us in keeping our service secure, we request that you promptly notify us in the event that you become aware of (or suspect) that the personal information that you submit to us has been accessed by unauthorised persons.

#### Marketing

As described above, we may contact you from time to time to tell you about new services we provide or about PLS events. You have the right to ask us not to contact you in this way and we will provide a clear method for you to opt out of receiving this information in each communication that

we send to you as well as when we first collect your personal information.

If you have previously agreed to us using your personal information for marketing purposes, you may change your mind at any time by writing to The Operations Team, Barnard's Inn, 86 Fetter Lane, London EC4A 1EN or emailing us at [pls@pls.org.uk](mailto:pls@pls.org.uk)

### Your rights

You have the following rights in relation to your personal information:

- a right of access to a copy of the information comprised in their personal information;
- a right to object to processing that is likely to cause or is causing damage or distress;
- a right to object to decisions being taken by automated means;
- a right in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed; and

a right to claim compensation for damages caused by a breach of the data protection legislation.

If you are unsure about your rights or are concerned about how your personal data may be processed you should contact the ICO.

If you contact us in relation to your rights we will do our best to accommodate your request or objection. Please note, however, that not all rights are absolute.

You may request details of personal information which we hold about you. An administration fee of £10 will be payable. If you would like a copy of the information held on you please write to:

The Data Controller  
Barnard's Inn, 86 Fetter Lane,  
London, EC4A 1EN

We will endeavour to send you this information as soon as we can, and within the legal maximum of 40 days.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address.

### Cookies

This website and related websites use cookies to track usage and to allow publishers signed up to PLS to log in and update their details in their PLSe and PLSclear account.

A cookie is a small file which asks permission to be placed on your computer's hard drive.

Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you

visit a particular site. This helps us to provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie does not allow us access to your computer or any information about you, other than the data you choose to share with us.

To learn more about cookies and how to disable them we recommend you visit the Information Commissioner's website [here](#). Furthermore, whilst we do not use third party marketing cookies, you can learn more about these and how to delete them [here](#).

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to block cookies if you prefer. This may prevent you from taking full advantage of the website, and/or logging in to PLSe or PLSclear.