

Media Operations System: Privacy Policy for the Media Operations System

This privacy policy sets out how the Media Operations System uses and protects any information that you give Brufton Ltd. Brufton Ltd is committed to ensuring that your privacy is protected; any information you provide will only be used in accordance with this privacy statement.

Brufton Ltd may change this policy from time to time by updating this page (www.mediaops.co.uk/privacy-policy/). This policy is effective from 30th September 2020.

What we collect

We collect the following information when you contact Brufton Ltd:

- Name
- Contact information including email address

This information is collected via forms on our website as well as within the Media Operations System to assist us with the support desk.

We also obtain information about radio stations from publicly available sources such as the Ofcom website, station websites or social media profiles to advertise the services we offer.

What we do with the information we gather

We require this information to respond to enquiries and process subscriptions.

If you choose not to use the services of Brufton Ltd your personal details are removed from our database after 1 year since the last communication or when you notify us that you do not wish to book (whichever is soonest). We will keep a note that your radio station does not wish to subscribe, unless you ask us not to, to prevent us from contacting you again in the future unless there are new features that we believe you may be interested in.

While subscribed to the Media Operations System we keep your details to keep you updated on the service, including upcoming planned maintenance as well as providing updates on new services.

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.

Use of cookies

Cookies are used on the Media Operations System website to track which pages are being viewed to help us analyse what are the more popular pages. This is not linked to any personal information we hold about you.

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Cookies are used in the client sections to enable you to login, which will be removed when you log out of the system.

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

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Removing your personal information

You may choose for your details to be removed from our system at any time by writing to us or emailing us via the website at www.mediaops.co.uk. Please note that if you have an active subscription and request your details removed they will be removed after your account has been deactivated otherwise your services could be affected.

Controlling your personal information

Personal information held by the Media Operations System is controlled by Brufton Ltd under the terms laid out in this document.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the General Data Protection Regulation (previously under the Data Protection Act 1998). If you would like a copy of the information held on you please write to Brufton Ltd, 42 Hedgers Way, Kingsnorth, Ashford, Kent, TN23 3GN.

Raising a complaint

If you believe that any information we are holding about you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

If you are not satisfied with the response to a complaint from Brufton Ltd you may contact the Information Commissioner's Office (<https://ico.org.uk/concerns/>).

End of Document: 30th September 2020