



## **MARLOW FM 97.5 PRIVACY NOTICE**

This privacy notice explains how we use any personal information we collect about you when you use the Marlow FM intranet and/or website.

### **What information do we collect about you?**

#### **a) Presenters**

We collect information about you when you volunteer with us that includes your gender, nationality, date of birth, home address, email address, telephone number, employment status and any disabilities that you have told us about.

Any bank details are handled by PayPal who have their own Privacy Policy which you can find here [https://www.paypal.com/uk/webapps/mpp/ua/privacy-full?locale.x=en\\_GB](https://www.paypal.com/uk/webapps/mpp/ua/privacy-full?locale.x=en_GB)

#### **b) Supporters**

We collect information about you when you support Marlow FM, for example by attending an event, entering a competition or making a donation, that includes your email address, telephone number and delivery address if you have supplied these details.

Any bank details are handled by PayPal who have their own Privacy Policy which you can find here [https://www.paypal.com/uk/webapps/mpp/ua/privacy-full?locale.x=en\\_GB](https://www.paypal.com/uk/webapps/mpp/ua/privacy-full?locale.x=en_GB)

#### **c) Guests, Contributors and Experts**

We collect information about you when you are a guest, contributor or expert on any of our shows that includes your email address, telephone number and business details if you have supplied this information.

#### **d) Advertisers**

We collect information about you when you advertise on Marlow FM that includes your email address, telephone number and business details if you have supplied this information.

### **How will we use the information about you?**

#### **a) Presenters**

We collect information about you to process your application, to keep you updated with relevant information such as studio issues and improvements, meetings and social activities. We will only do so where we have a legitimate interest in doing so.

#### **b) Supporters**

Events: We collect information about you to process a ticket purchase, to keep you updated with relevant information relating to the event and if you agree, to email you about other Marlow FM



activities we think may be of interest to you. We will only do so where we have a legitimate interest in doing so.

**Competitions:** We collect information about you if you enter a competition and will only share that information to the extent that it is necessary to run the competition. If you agree, we will email you about other Marlow FM activities we think may be of interest to you. We will only do so where we have a legitimate interest in doing so.

#### c) Guests, Contributors and Experts

We collect information about you to keep you updated with relevant information relating to the show on which you are a guest, contributor or expert and if you agree, to email you about other Marlow FM activities we think may be of interest to you. We will only do so where we have a legitimate interest in doing so.

#### d) Advertisers

We collect information to process your advertisement contract with Marlow FM and if you agree, to email you about other Marlow FM activities we think may be of interest to you. We will only do so where we have a legitimate interest in doing so.

Marlow FM will not share your personal data for marketing purposes with anyone else unless obliged. We will only share information if obliged to do so by law or regulators such as OfCom.

You have a right at any time to stop us from contacting you. If you no longer wish to be contacted by Marlow FM, please email us at [privacy@marlowfm.co.uk](mailto:privacy@marlowfm.co.uk)

#### **Access to your information and correction**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email us at [privacy@marlowfm.co.uk](mailto:privacy@marlowfm.co.uk) or write to us at the following address. *Marlow FM, Longridge, Quarry Wood Road, Marlow, Bucks, SL7 1RE*

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

We will action any such request within one month.

#### **Changes to our privacy policy**

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 10 February 2021.

#### **How to contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you:

by email [privacy@marlowfm.co.uk](mailto:privacy@marlowfm.co.uk)

or write to us at Marlow FM, Longridge, Quarry Wood Road, Marlow, Bucks, SL7 1RE