

PRINTED MAGAZINES PRIVACY NOTICE

1. WHAT IS THE PURPOSE OF THIS DOCUMENT?

IMH CSC Ltd is committed to protecting the privacy and security of your personal information. This privacy notice tells you about the information we collect from you when you request to receive our magazines (IN Business / Gold). In collecting this information, we are acting as a data controller. By law we are required to provide you with information about us, about how and why we use your data and about the rights you have over your data.

2. DATA PROTECTION PRINCIPLES

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
 - Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
 - Relevant to the purposes we have told you about and limited only to those purposes.
 - Accurate and kept up to date.
 - Kept only as long as necessary for the purposes we have told you about.
 - Kept securely.
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3. THE KIND OF INFORMATION WE HOLD ABOUT YOU

When you subscribe to receive our magazines, we will collect, store, and use the following categories of personal information about you:

- The information you have provided us when subscribing to receive our magazines, including name, surname, company name, job title, address, telephone number, email address
 - As there is a subscription fee in order to become a subscriber and receive our magazines we also ask for payment and if you choose credit/debit card as a method of payment we ask for card number, expiry date, cardholder name, cardholder address and signature.
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4. HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about you from the following sources:

- You directly.
 - Your employer/organisation.
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5. HOW WE WILL USE INFORMATION ABOUT YOU

We will use the personal information we collect about you to perform the contract we enter into and in particular to send you our magazines and to receive payment. We also need this information so we can communicate with you.

6. AUTOMATED DECISION-MAKING

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

7. DATA SHARING

We may share your data with third parties, including third-party service providers such as card payment processors, where it is necessary to administer the working relationship with you, where required by law or where we have another legitimate interest in doing so.

We require third parties to respect the security of your data and to treat it in accordance with the law.

8. TRANSFERRING INFORMATION OUTSIDE THE EU

We do not transfer your personal data outside the European Economic Area (EEA).

9. DATA SECURITY

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees and agents who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from our Data Protection Officer.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

10. DATA RETENTION

We will retain your personal information only for as long as we need it. You can contact our Data Protection Officer at liana.hadjichristodoulou@imhbusiness.com to find out more about our retention times.

11. RIGHT TO WITHDRAW CONSENT

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact us at liana.hadjichristodoulou@imhbusiness.com. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

12. RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Under certain circumstances, by law you have also the right to:

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to exercise any of the above rights, please contact our Data Protection Officer at liana.hadjichristodoulou@imhbusiness.com.

13. DATA PROTECTION OFFICER

We have appointed a Data Protection Officer to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact Data Protection Officer at liana.hadjichristodoulou@imhbusiness.com. You have the right to make a complaint at any time to the Commissioner of Personal Data Office, the Cyprus supervisory authority for data protection issues.