

General Data Protection Regulations

This document is a synopsis of the sections of the General Data Protection Regulations (the successor to the Data Protection Act) that are applicable to the relationship between Wilfred Books (the Publisher) and the client (the Author).

TERMS AND CONDITIONS

The legal basis for the collection, processing and retention of these data is covered by the following sections of the currently applicable Regulation, i.e.: 2016/679 of the European Parliament and of the Council, of 27 April 2016, **on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)**.

Section 1, Article 6 - **Lawfulness of Processing**, para. 1(a), (b), and (f):

Processing of these data, for which you may give your consent, is necessary for the performance of a contract to which you are party, or in order to take steps at your request, prior to entering into a contract.

Section 2, Article 13 - **Information to be provided where personal data are collected from the data subject**, para. 1(a), (c), (d) and (e); para. 2(a), (b), (c), (d) and (e):

The data controller, for and on behalf of Wilfred Books, is J. L. Risdon, and he can be contacted at jrisdon17@googlemail.com;

The interest of the controller in collecting and retaining these data is to facilitate a working relationship, necessitating a contract, between Wilfred Books and the client (author);

The sole recipient of these data at time of collection will be the data controller;

These data will be retained for the duration of your working relationship and/or contract with Wilfred Books: it is your right to terminate any agreement or contract with Wilfred Books at any time by withdrawing your consent to the retention of your data, without affecting the lawfulness of processing based on consent before its withdrawal, and informing Wilfred Books of that decision in writing.

You have the right to request from the controller access to and rectification, or erasure of personal data, or restriction of processing concerning you (the data subject), or to object to processing as well as the right to data portability.

You have the right to lodge a complaint with a supervisory authority.

You are not obliged to provide the personal data requested, and its provision is neither a statutory nor a contractual requirement, but as stated above, its provision is required to form the basis of a working relationship which will be necessary to enter into a publishing contract between Wilfred Books and the client (author).

Section 2, Article 15 - **Right of access by the data subject**, para. 1 and 3:

You shall have the right to obtain from the controller confirmation as to whether or not personal data concerning you are being processed, and, where that is the case, access to the personal data;

The controller shall provide a copy of the personal data undergoing processing.

Section 3, Article 16 - **Right to rectification**:

You shall have the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning you. Taking into account the purposes of the processing, you shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

Section 3, Article 17 - **Right to erasure ('right to be forgotten')**, para. 1(a), (b), (c), (d) and (e):

You shall have the right to obtain from the controller the erasure of personal data concerning you without undue delay and the controller shall have the obligation to erase personal data without undue delay, where one of the following grounds applies:

The personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;

You withdraw consent on which the processing is based according to point (a) of Article 6(1), or point (a) of Article 9(2), and where there is no other legal ground for the processing;

You object to the processing pursuant to Article 21(1) and there are no overriding legitimate grounds for the processing, or you object to the processing pursuant to Article 21(2);

The personal data have been unlawfully processed;

The personal data have to be erased for compliance with a legal objection in Union or Member State law to which the controller is subject.

Section 3, Article 18 - **Right to restriction of processing**, para. 1(a), (b), (c) and (d); para 2 & 3:

You shall have the right to obtain from the controller restriction of processing where one of the following applies:

The accuracy of the personal data is contested by you, for a period enabling the controller to verify the accuracy of the personal data;

The processing is unlawful and you oppose the erasure of the personal data and request the restriction of their use instead;

The controller no longer needs the personal data for the purposes of the processing, but they are required by you for the establishment, exercise or defence of legal claims;

You have objected to processing pursuant to Article 21(1) pending the verification whether the legitimate grounds of the controller override yours;

Where processing has been restricted under para. 1, such personal data shall, with the exception of storage, only be processed with your consent or for the establishment, exercise or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest of the Union or of a Member State;

If you have obtained restriction of processing pursuant to para. 1, you shall be informed by the controller before the restriction of processing is lifted.

Section 3, Article 19 - **Notification obligation regarding rectification or erasure of personal data or restriction of processing**:

The controller shall communicate any rectification or erasure of personal data or restriction of processing carried out in accordance with Article 16, Article 17(1) and Article 18 to each recipient to whom the personal data have been disclosed, unless this proves impossible or involves disproportionate effort. The controller shall inform you about those recipients if you request it.

Section 3, Article 20 - **Right to data portability**, para. 1, 2, 3 and 4:

You shall have the right to receive the personal data concerning you, which you have provided to a controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided, where:

The processing is based on consent pursuant to point (a) of Article 6(1) or point (a) of Article 9(2) or on a contract pursuant to point (b) of Article 6(1); and

The processing is carried out by automated means;

In exercising your right to data portability pursuant to paragraph 1, you shall have the right to have the personal data transmitted directly from one controller to another, where technically feasible;

The exercise of the right referred to in paragraph 1 of this Article shall be without prejudice to Article 17. That right shall not apply to processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

The right referred to in paragraph 1 shall not adversely affect the rights and freedoms of others.

Section 4, Article 21 - **Right to object**, para. 1, 2, 3 and 4:

You shall have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you which is based on point (e) or (f) of Article 6(1), including profiling based on those provisions. The controller shall no longer process the personal data unless the controller demonstrates compelling legitimate grounds for the processing which

override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims;

Where personal data are processed for direct marketing purposes, you shall have the right to object at any time to processing of personal data concerning you for such marketing, which includes profiling to the extent that it is related to such direct marketing;

Where you object to processing for direct marketing purposes, the personal data shall no longer be processed for such purposes;

At the latest at the time of the first communication with you, the right referred to in paragraphs 1 and 2 shall be explicitly brought to your attention and shall be presented clearly and separately from any other information.

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