

# Privacy Policy – My Community Hub Sussex

## 1. Introduction

This Privacy Policy explains how *My Community Hub Sussex* (“we”, “our”, “us”) collects, uses, and protects your personal information. We are committed to ensuring your privacy and complying with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

By using our website, submitting content, or signing up for updates, you agree to the terms of this policy.

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## 2. Information We Collect

We may collect the following types of information:

- **Contact details:** name, email address, phone number
  - **Organisation details:** organisation name, type, website, description, social links
  - **Submission content:** stories, images, and other materials you provide
  - **Technical information:** IP address, browser type, and cookies (see Section 9)
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## 3. How We Use Your Information

We use your information to:

- Publish and manage stories, updates, and listings on *My Community Hub Sussex*
- Communicate with you about submissions, publication dates, or updates
- Send you newsletters or notifications (only if you’ve opted in)
- Improve our website and user experience

**We will never sell your personal data or share it with third parties for marketing purposes.**

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## 4. Legal Basis for Processing

We process your personal data on one or more of the following lawful bases:

- **Consent** — when you sign up for email updates or submit content voluntarily
  - **Legitimate interest** — to operate and improve the newsletter and directory
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## 5. How We Store and Protect Your Information

All data is stored securely on password-protected systems and managed in accordance with GDPR principles.

We retain your data only for as long as necessary to deliver the newsletter, manage listings, or comply with legal obligations.

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## 6. Your Rights

Under UK GDPR, you have the right to:

- Access a copy of the information we hold about you
- Request correction or deletion of your data
- Withdraw consent to receive communications at any time
- File a complaint with the Information Commissioner's Office (ICO)

To exercise your rights, contact us at: [mycommunityhubuk@gmail.com](mailto:mycommunityhubuk@gmail.com)

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## 7. Sharing Your Information

We may share limited information with:

- Our web hosting or email service providers (for operational purposes)
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## 8. Photos and Content Submissions

By submitting stories, images, or other materials, you confirm that:

- You have permission to share the content; and
  - You grant *My Community Hub Sussex* permission to publish it across our digital channels (newsletter, website, and social media).
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## 9. Cookies

Our website uses cookies to enhance functionality and gather anonymous analytics (e.g., page views). You can disable cookies in your browser settings at any time.

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## 10. Changes to This Policy

We may update this Privacy Policy from time to time. The latest version will always be available on our website, with the effective date shown below.

**Last updated:** 20/10/2025

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## 11. Contact

If you have any questions or requests regarding your data, please contact:  
mycommunityhubuk@gmail.com  
*My Community Hub Sussex*