

## **Privacy Policy - Dived Up Reader Review Panel**

Dived Up is committed to protecting the privacy of its Reader Review Panel members. This Privacy Policy outlines how we collect, use, and store your personal data in compliance with the UK General Data Protection Regulation (GDPR).

### **1. Data Collection**

1.1. We collect only the personal data necessary to administer the Reader Review Panel.

1.2. Personal data is collected through secure online application forms.

1.3. The data we collect may include:

- \* Name (required)
- \* Email address (required)
- \* Phone number (optional)
- \* Areas of reading interest
- \* Links to existing online book reviews
- \* Places where you expect to post reviews
- \* Links to social media accounts
- \* Information provided in your application about your suitability as a reviewer

### **2. Data Use**

2.1. Your personal data will be used to:

- \* Assess your application to the Reader Review Panel.
- \* Administer your participation in the Reader Review Panel, including communication about available books, review deadlines, and refund processing.
- \* Verify your submitted reviews.

### **3. Data Storage and Security**

3.1. Your data is stored in our secure online database.

3.2. We take appropriate technical and organizational measures to protect your personal data against unauthorized access, disclosure, alteration, and destruction.

### **4. Data Sharing**

4.1. We only share your data with third parties when necessary to fulfil the distribution of books to reviewers.

4.2. This may include sharing your name and address (and, where necessary, your email address and phone number) with:

- \* Royal Mail

- \* Courier companies

- \* Printers

4.3. We will not share your data with third parties for marketing purposes.

## **5. Your Rights**

5.1. You have the right to access, rectify, and erase your personal data.

5.2. You have the right to object to the processing of your personal data.

5.3. You have the right to withdraw your consent to receive communications from us at any time.

5.4. You have the right to be forgotten, and upon request, we will erase your data in accordance with your statutory rights.

## **6. Data Retention**

6.1. We will retain your personal data for as long as necessary to administer the Book Review Panel and in accordance with applicable laws.

## **7. Contact Us**

7.1. If you have any questions or concerns about this Privacy Policy or your personal data, please contact us at [Insert Contact Email Address].

## **8. Amendments**

8.1. We may update this Privacy Policy from time to time. Any changes will be communicated to you.