



Clydesdale Bank PLC, trading using the brands Virgin Money, Clydesdale Bank and Yorkshire Bank, are a "data controller". This means that we're responsible for deciding how we use personal information about you. In this notice, you can learn more about your data protection rights and how we use your information.

The kind of information we use about you

We access and use basic information about journalists. This includes name, email, phone number, your areas of interest and career history.

Where do we access your personal information

We access information about you from Roxhill media database.

How we use your personal information

We need the information to give you media releases about Clydesdale Bank PLC. Where you want to, we may have discussions with you about the subject matter of a media release. We may use your information to help with this.

Data protection law says we need a reason to use your information, called a legal basis. Ours is to pursue our legitimate interests, to share information for public release.

How long we hold your information for

Your details will automatically be deleted after 7 years which is in line with our email retention policy.

Your data protection rights

You have the right to:

- **Request access** to your personal information (also known as a "data subject access request"). This lets you to receive a free copy of the personal information we hold about you and to check that we are using it lawfully.
- **Request correction** of the personal information that we hold about you. This lets you have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This lets you ask us to delete or remove your personal information where there isn't a good reason for us to keep holding it. You also have the right to ask us to delete or remove your personal information when you've objected to us using the information.
- **Object to us using** your personal information.
- **Request the restriction of processing** of your personal information. This lets you ask us to pause using your personal information. For example, if you want us to check its accuracy or why we're using it.

Data protection officer

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information and comply with our responsibilities for data protection. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO by post at: Virgin Money, Data Protection Office, Sunderland SR43 4JB.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.