

JADE BEECROFT EDITORIAL PRIVACY POLICY

Effective 01/09/2026

What to expect here:

This privacy policy applies to the workings of Jade Beecroft Editorial Ltd, it's director and journalist Jade Beecroft, any correspondence with the company via email, social media, telephone or face-to-face meeting, and the website www.jadebeecrofteditorial.com. It describes how Jade Beecroft Editorial collects, uses, shares and secures any personal information you provide. It also covers your choices regarding use, access and correction of your personal information. Under UK data protection law there must be a 'lawful basis' for collecting your personal information. You can find out more about this on the Information Commissioner's Office (ICO) website: www.ico.org.uk.

Registration:

Jade Beecroft Editorial is registered with the Information Commissioners Office, certificate ZA338023, and information on the company can be found on the ICO's Public Register of Data Controllers via this link:

<https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers>

What the company does:

Jade Beecroft Editorial is based in Northern Ireland, UK, working in the field of journalism and the media. It's director and journalist Jade Beecroft is responsible for gathering stories, and supplying news, features and photographs to a range of local, national and international magazines, newspapers and news websites.

This involves both receiving and processing personal data, and transferring it to third parties. Jade Beecroft Editorial is therefore subject to UK data protection laws. Under certain circumstances, Jade Beecroft Editorial may be required to provide data in response to lawful requests by public authorities; for example, in the event of a court case or libel hearing.

Jade Beecroft Editorial also has access to media court and inquest lists, and is bound by legal reporting restrictions regarding the use of that data.

What type of personal information is collected?

In order to tell stories, Jade Beecroft will gain consent to collect some of the following information via interviews (face-to-face, telephone or video call), emails and social media correspondence:

- Personal details, including name, age, occupation, date of birth, gender and sexual orientation, family details and information about children.
- Contact information, such as postal and email addresses, telephone numbers and social media contacts.
- Background information, including education, employment history and interests.
- Business information if the case study is being interviewed in their professional capacity.
- Medical information, including details of illnesses or conditions relevant to the story, treatments and time spent in hospital.
- Other information specific to the particular story being researched – and photographs.
- In the event that a case study payment is handled by Jade Beecroft Editorial, banking information may be taken for BACS payments.

How is this information used?

Data collected by Jade Beecroft Editorial is used for journalistic purposes and may be published in a wide range of newspapers, magazines and online. It is usual for Jade Beecroft to gain consent from case studies before stories are published; and to give anyone named a 'right of reply' – especially where allegations are made.

This may vary in the event of reporting from court cases, inquests or other public hearings.

How is information shared?

Jade Beecroft Editorial Ltd is not, itself, a publisher. Rather, Jade Beecroft works on commission for other publishers (newspapers, websites and magazines).

In order to gain commissions, personal information is shared with commissioning editors at various publications. This is only done after consent has been gained from the case study, and they are made aware that their information and photographs will be shared. It is Jade Beecroft Editorial policy NOT to share any contact details with commissioning editors during this initial phase. This is only done once a commission has been secured, with the case study's full consent, and sometimes – but not always – after a contract or exclusivity agreement has been signed.

Exceptions to information sharing policy:

In certain situations Jade Beecroft Editorial may also be required to share information in response to lawful requests from public bodies such as the police and court services.

Is information kept securely?

The security of personal information is of paramount importance. Jade Beecroft Editorial keeps personal information securely in a number of ways. There are:

- Electronically – password protected. This may include emails, diary entries, photographs and written copy.
- Hard copies – kept in a secure office. This includes copies of contracts, agreements and invoices.
- In a journalist's notebook – dated and in shorthand. As is typical for the industry, many interviews are recorded in this way.
- Recorded conversations – via telephone and/or Zoom are kept securely and password protected. This practice is a developing industry standard.

Jade Beecroft is the only person who has full access to all these records.

How long is data kept?

That depends on whether or not a story has been published.

Once a story has been published, journalists are legally required to keep interview notes, recordings or research relating to that story for a certain amount of time, in case it ever becomes the subject of a libel or other legal hearing, when the information collected may be required by the court as evidence. It has become industry practice to keep this evidence — especially notebooks — for much longer as cases of libel are brought further down the line. Many journalists now make a habit of keeping their full notebooks and/or interview recordings for five years, and Jade Beecroft Editorial follows this industry norm.

In the event that personal details are taken but a story does not result, this data is deleted off all Jade Beecroft Editorial electronic systems after one year. Hard copies are shredded. Notepad interviews may remain for longer due to the practice of keeping full notepads for five years, outlined above. Basic contact details will also be retained, as is usual in the industry for journalists to maintain a 'contacts book' or diary, unless a request is received for these to be deleted.

Accessing and deleting your data:

Jade Beecroft Editorial is happy to provide you with details of any information the company holds about you upon request. You may also correct or update any information held. All such requests will be dealt with speedily; normally within 14 working days.

In the event that you have had contact with Jade Beecroft, but a story has not been published as a result, the company will be happy to destroy any information held about you upon request.

However, in the event that contact with Jade Beecroft Editorial has resulted in a story about you being published, the company is required to keep your details on file as outlined above. More information on your data protection rights can be found on the ICO website: www.ico.org.uk.

Who oversees this?

Director and journalist Jade Beecroft is responsible for the security of any data provided and stored by Jade Beecroft Editorial. Any queries should be addressed to jade@jadebeecrofteditorial.com. You can also reach her by calling 07834 689722.

How do I make a complaint?

If you have any concerns about Jade Beecroft Editorial's use of your personal information you can make a data protection complaint to jade@jadebeecrofteditorial.com. If you remain unhappy with how your information has been used you can also complain to the Information Commissioner's Office (ICO):

Informational Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

HELPLINE: 0303 1231113

WEBSITE: <https://www.ico.org.uk/make-a-complaint>