



THE BOOK CHIEF®

IGNITE YOUR WRITING

Privacy Policy

Effective from - 1st July 2021

1. Our website

www.thebookchief.com

Use of this website provided by *The Book Chief* ("Us") by your business, officers and employees, ("You") and any service contained within constitutes acceptance of these Terms & Conditions. If you do not agree with all or any of these terms, please do not sign up for the services on offer.

1. Data Protection

www.thebookchief.com Website Privacy Policy Effective Date 1st July 2021. We comply with the principles of the General Data Protection Regulation (GDPR) when dealing with all data received from customers or visitors to our website.

2. Our Services

We only hold the data necessary to offer services provided on our website. We do not ask for or use more data than necessary to provide you with a proper service. This means we only process and hold data related to purchases and subsequent support related to those purchases, in accordance with Article 6(1)(b) of the General Data Protection Regulation (GDPR). Any processing of your data is only done to provide or perform the services or products you have purchased.

3. Data Protection Register

Data is only used for the purposes described in our entry on the Data Protection Register.

4. Required Period

We only hold personal data for as long as necessary. Once data is no longer needed we delete it.

5. Card & Payment Processing

Data We use third-party payment providers to handle card and payment processing data securely. We never see or store any card or payment information. In accordance with Article 6(1)(b) of the General Data Protection Regulation (GDPR) any other data is only used to process your purchase securely. In accordance with Article 6(1)(c) of the General Data Protection Regulation (GDPR), we need to retain data related to all purchases to fulfil our existing legal obligations to account for tax and VAT on all transactions. 6. Backup & Data Storage For administrative reasons, customer data and email subscription data may be passed to and stored securely with third party service providers located outside the EEA (European Economic Area). This is done to backup and preserve your data where it is needed to carry on offering a service to you.



THE BOOK CHIEF®

IGNITE YOUR WRITING

7. Customer Requests

As a customer, you can at any time (and free of charge) request details of the data we hold relating to you – and you can also request any such data is amended or deleted. Please note that if you request deletion of your data, this may prevent us from offering any further support relating to your previous purchases.

8. Email Updates

We may email website news and information updates to those customers who have specifically subscribed to our email service. All subscription emails sent by us contain clear information on how to unsubscribe from our email service. Our email service is an opt-in service only; with your prior consent required in accordance with Article 6(1)(a) of the General Data Protection Regulation (GDPR). This means to subscribe you must enter your details into the email subscription page and submit them to us.

9. Our Promise

We never sell rent or exchange mailing lists.

10. Data Sharing

With Partners We do not share commercial or technical data with our partners unless we have specifically sought and obtained your prior approval. Where we request such approval, we will always fully disclose how your data is used. Please note that even when we have your specific consent, we only share data with partners that operate their own privacy policy in full accordance with the General Data Protection Regulation (GDPR).

11. Spam

In accordance with the Privacy and Electronic Communications (EC Directive) Regulations 2003, we never send bulk unsolicited emails, (popularly known as Spam) to email addresses who have not requested information on our services.

12. Product Updates

We may send emails to existing customers or prospective customers who have enquired or registered with us, regarding products or services directly provided by us.

13. Email Content

All emails sent by us will be clearly marked as originating from us. If you wish to unsubscribe from our emails, please do reply clearly stating you wish to be removed from our mailing list. This should also apply to the website which you can unsubscribe at any time.



THE BOOK CHIEF®

IGNITE YOUR WRITING

14. Cookies

Our website uses “cookies” to track use and allow customers to purchase from our website. Please note that these cookies do not contain or pass any personal, confidential or financial information or any other information that could be used to identify individual visitors or customers purchasing from our website. Please note that you are free to refuse cookies. However, for purely technical reasons this may prevent you from purchasing from our website. This is because anonymous cookies are commonly used to keep track of the contents of customers’ shopping baskets or trolleys during the checkout process. This facility ensures that the items added to (or removed from) your basket are accurately stated when you go to pay.

15. Contact Us

If you have any questions relating to our Privacy Policy, please email us at the following email address: sharon@thebookchief.com.

Our Contact Details

Our contact details are as follows:

The Book Chief is a Trading name under:

Lydian Events Ltd, Suite 2A, Blackthorn House, St Paul’s Square, Birmingham, B3 1RL

Email: sharon@thebookchief.com

From within the UK: 07890 202375

Company registration number: 09655020 Registered in England