

## Privacy Policy

This privacy policy sets out how we use and protect any information you may provide when you use this website.

We will only use the information that we collect about you lawfully (in accordance with the General Data Protection Regulation). We collect information about you in order to process your order and also to provide you with the best possible service. Our lawful basis for processing your data is 'Legitimate Interest' or 'performance of a contract'.

### What we may collect

- Name
- Contact information including email address and phone numbers
- Demographic information such as postcode, preferences and interests
- Other information relevant to customer surveys and/or offers

### We do not hold

Your financial details are stored and managed by our financial partners WorldPay and PayPal depending on which of these services you use. We do not hold any of these financial details. We do not store credit card details, nor do we share customer details with any 3rd parties.

### How we may use the information you gave us

- Deliver services
- Internal record keeping
- We may use the information to improve our products and services
- We may periodically send promotional emails about new products and special offers
- We will only retain your data for as long as is necessary in order to provide these services, unless otherwise required to do so by law.

### Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable technical and organisational measures to safeguard and secure the information we collect online.

You may ask us for a copy of the data we hold, or ask us to correct your data at any time by writing to us, or emailing us at: [sales@hungerfordbooks.co.uk](mailto:sales@hungerfordbooks.co.uk)

If you no longer wish to hear from us you can write to us or email us, or click unsubscribe at the bottom of our newsletter.