

## **Privacy Policy**

Double A Group Publishing takes your privacy seriously, and we are fully committed to handling the information you provide to us securely and responsibly in accordance with GDPR legislation. This policy sets out how we handle your data. By submitting your personal information, you are consenting to Double A Group Publishing holding and using your data in accordance with this policy.

### How do we collect your data?

We collect your personal data when you consent to it by contacting us, making a submission and/or requesting a review copy. We also collect personal data to fulfil contracts with our authors and when there is legitimate interest, such as book reviewers. We may collect non-personal information such as IP addresses and pages accessed, or files downloaded on our website.

### How do we use your data?

We use your data to provide you with the information you have requested and/or to provide submission feedback or review copies. We may decide to work with an email marketing and contact partner from time to time and we currently work with Venue Management Systems. We also use your data to process orders and respond to requests made on our website, which may require working with vetted partners to process, package, mail, and deliver purchases or requests. We only pass on your personal details for processing to partners who have confirmed they abide by the requirements of GDPR legislation. Double A Group Publishing never sells personal data.

Double A Group Publishing will use all reasonable efforts to safeguard your personal data, however internet usage is not entirely secure. For this reason, we cannot guarantee the security or integrity of any personal data which are transferred from you or to you via the internet. We are committed to notifying the ICO promptly should we become aware of any data breach.

### How do we store your data?

We store information securely on our computers and use secure methods when transferring data. Only authorised personnel access personal data via password protected systems.

### How long will we keep your personal information?

We will hold your data until you request we remove it. This includes manuscript submissions and gratis copy requests.

### Social media

This policy covers how Double A Group Publishing will use any data collected on its social media pages, but it does not cover how those social media platforms will use your personal information. Please ensure you read the privacy policy of the social media platform in question and make use of the privacy settings and reporting mechanisms to control how your data is used.

### What are your rights surrounding personal data?

The right in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed

The right to prevent your data being used for direct marketing

The right of access to a copy of the information we hold about you (known as a subject access request)

If you wish to exercise any of these rights, please contact us via the 'Contact' form.

#### How can you withdraw your consent?

You can request that we delete your data at any time. Please contact us via the 'Contact' form to remove your name from our records.

#### How can you register a complaint?

If you have a complaint about how Double A Group Publishing has used your personal information, please contact us via the 'Contact' form.

You can also complain to the Information Commissioner's Office here: <https://ico.org.uk/concerns/>