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We've updated our Terms of Service so that we meet the new standards of data privacy introduced by the new European data protection law known as the General Data Protection Regulation (GDPR), which comes into effect from May 8, 2018. These changes impact all our Customer Agreements, Privacy Policy, and our Cookie Policy on our websites, and are designed to further protect your personal data.

## Privacy Policy

Intellect Ltd ("we" "our" "us") are committed to protecting and respecting your privacy. This privacy policy explains what data we may collect from you, how we collect it, and how we process it. By submitting personal data to Intellect, you consent to the collection, storage, use and disclosure of such data in accordance with the provisions of this privacy policy.

For the purpose of the General Data Protection Regulation 2018, the data controller is Intellect Ltd. of The Mill, Parnall Road, Bristol BS16 3JG, UK (registered in England & Wales under Company number 01849847).

## Data we may collect from you when completing Intellect book and journal publishing agreements

We may collect the following Data from you, which includes personal Data:

- Your name, job title, profession, contact information such as postal address, email address and telephone number
- Other personal data necessary for the execution of a book or journal publishing agreement
- If you contact us we may keep a record of that correspondence
- We may also ask you to complete surveys from time to time that we use for research purposes, although you do not have to respond to them

## Our use of your Data

We won't share your information with any other organisations for marketing, market research or commercial purposes. This does not include our affiliates, distributors and agents that may need such Data in order to carry out services on our behalf. For example, we may need to share your data with the University of Chicago Press, our book distributor, and Turpin Distribution, our journals distributor in order to fulfil book orders and journal subscriptions. Any Data used by such parties is used only to the extent required by them to perform the services that we request.

All personal Data is stored securely in accordance with the principles of the GDPR.

Specifically, your Data may be used by us for the following reasons. This includes, but is not limited to:

- Internal record keeping
- Improvement in our products and services
- Transmission by email and occasionally by post (printed matter) of promotional materials that we think may be of interest to you
- Contact for market research purposes, which may be carried out using email, telephone, fax or mail.
- In order to comply with any of our legal and regulatory obligations

We may also disclose and transfer your personal data in the event that we sell or buy any business or assets where it is necessary to disclose and transfer your personal data to the prospective seller or buyer pursuant to the sale.

## Where we store your personal data

Data that we collect from you may be stored and processed in and transferred to countries outside of the European Economic Area (EEA). For example, this could occur if our servers are located in a country outside the EEA, or if your data needs to be processed by the staff of our distributors or partners who may be engaged in the fulfilment of orders placed by you, the processing of your payment details, and the provision of services. By submitting your personal data, you agree to this transfer, storing or processing. These countries may not have data protection laws equivalent to those in force in the EEA. If we transfer Data outside the EEA in this way, we will take all steps reasonably necessary to ensure that your privacy rights continue to be protected as outlined in this policy.

## Your rights:

### Accessing your Data

You have the right to request a copy of your personal Data held by us (where such Data is held). However, we may ask you to verify your identity before the request will be granted to ensure confidentiality. This service is free of charge for the first request but there may be an administration fee for subsequent requests. We will provide you with the information within one month of your request unless your request is particularly complex, in which case it may take up to a further two months. We will inform you if this is the case.

### Rectifying your Data

You have the right to have your Data rectified if it is incorrect in any way. We will rectify your Data within one month of you notifying us, unless your request is particularly complex, in which case it may take up to a further two months. We will inform you if this is the case. We will also notify third parties to whom we have disclosed your Data of the rectified Data, unless it is impossible or involves disproportionate effort to do so.

## Unsubscribing from marketing

You have the right to ask us not to process your personal data for marketing purposes. We will inform you at the point of collecting your data if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by choosing not to at the time of collection or at any other time subsequently. You can also exercise the right at any time by contacting us at <mailto:info@intellectbooks.com> and asking us to cease contacting you for such purposes.

## Your right to erasure (your right to be forgotten)

You have a right to have your personal data erased and to prevent processing in specific circumstances, including:

When your personal data is no longer necessary in relation to the purpose for which it was originally collected/processed

- When you withdraw consent
- When you object to the processing and there is no overriding legitimate interest for continuing the processing
- Your personal data was unlawfully processed
- Your personal data has to be erased in order to comply with a legal obligation

If we have disclosed the personal data in question to third parties, we will inform them about the erasure of the personal data, unless it is impossible or involves disproportionate effort to do so.

However, the right to erasure does not provide an absolute 'right to be forgotten'. We may refuse your request to be forgotten in certain circumstances, such as:

- To exercise the right of freedom of expression and information
- To comply with a legal obligation for the performance of a public interest task or exercise of official authority
- For public health purposes in the public interest
- Archiving purposes in the public interest, scientific research historical research or statistical purposes; or
- The exercise or defence of legal claims

## Security

We have put in place suitable physical, electronic and managerial procedures to safeguard and secure Data.

We endeavour to do our best to protect your personal Data. However, transmission of information over the internet is not entirely secure and is done at your own risk.

## Changes to this privacy policy

We reserve the right to change this privacy policy as we may deem necessary from time to time or as may be required by law. Any changes will be immediately posted on our Websites and you are deemed to have accepted the terms of the privacy policy on your first use of our websites following the alterations.

## Children's Privacy

Protecting the privacy of the very young is especially important. We neither knowingly solicit nor collect personal information from or about children, nor do we knowingly market our products or services to them.

## Questions and complaints

If you have any questions or complaints concerning our privacy policy you may contact us by email at [mark@intellectbooks.com](mailto:mark@intellectbooks.com) or write to The Legal Department, Intellect Ltd, Parnall Road, Bristol BS16 3JG, UK.