

# SLG CHARITABLE TRUST LIMITED

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## Privacy Policy

### (1) Introduction

- a) This Privacy Policy is effective from 1 February 2011 and sets out how SLG Charitable Trust Limited, trading on this website ([www.slgpress.co.uk](http://www.slgpress.co.uk)) as SLG Press, will treat your personal information when you use the website.
- b) By using the website, you agree to the Privacy Policy of SLG Charitable Trust Limited.
- c) We may change this Privacy Policy from time to time by updating this page. You should check this page periodically to note any changes.
- d) We are committed to ensuring that your privacy is protected. Should we ask you to provide information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this Privacy Policy.
- e) We recognize the importance of protecting the privacy of personally-identifiable information collected about visitors to its website. As a normal policy, no personally-identifiable information is automatically collected from visitors to the website and any such information is collected only when submitted voluntarily via a form from one of the website pages.

### (2) What information do we collect?

We may collect, store and use the following kinds of personal information:

- a) information about your computer and about your visits to and use of the website; such information may include your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation;
- b) information relating to any transactions carried out between you and us on or in relation to this website, including information relating to any purchases you make of our products or services (including book orders, e-publication downloads and subscriptions to the Fairacres Chronicle);
- c) information which you provide to us for the purpose of requesting a publications list or in the course of using any forms provided on the website, such as, but not limited to, the submission of book proposals, rights and permissions requests and trade account applications; and
- d) any other information which you choose to send to us.

### (3) Cookies

- a) A cookie consists of information sent by a web server to a web browser, and stored by the browser. The information is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser, and it keeps track of your shopping cart details and navigation during your session with the website and allows information such as your page preferences to persist.
- b) We may use 'session' and/or 'persistent' cookies on the website:
  - (i) **Session cookies**  
Where implemented, we shall use session cookies to store information about your page activity. Session cookies act like a bookmark within the site. Session cookies will be deleted from your computer when you close your browser.
  - (ii) **Persistent cookies**  
Where implemented, we shall use persistent cookies to store user preferences which enable the website to recognise you as a user when you re-visit the website. This enhances access to the website and the way you use it. Persistent cookies will remain stored on your computer until deleted, or until they reach a specified expiry date.

- c) We use Google Analytics to analyse the use of this website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. These reports might include how many website visitors we receive, how often a particular page has been viewed. Google will store this information. Google's privacy policy may be found at:

<http://www.google.com/privacypolicy.html>.

- d) Most browsers allow you to reject all cookies, whilst some browsers allow you to reject just third-party cookies. For example, in Internet Explorer you can refuse all cookies by clicking 'Tools', 'Internet Options', 'Privacy', and selecting 'Block all cookies', using the sliding selector. Blocking all cookies will, however, have a negative impact upon the usability of many websites.

#### **(4) Using your personal information**

- a) Personal information submitted to us via this website will be used for the purposes specified in this Privacy Policy or in relevant parts of the website.
- b) We may use your personal information to:
- (i) administer the website;
  - (ii) enable your use of the services available on the website;
  - (iii) send to you goods purchased via the website, and supply to you services purchased via the website;
  - (iv) send to you statements and invoices, and collect from you payments;
  - (v) send to you general (non-marketing) commercial communications;
  - (vi) send to you email notifications which you have specifically requested;
  - (vii) send to you our publications list and other marketing communications relating to SLG Press which we think may be of interest to you, by post, or where you have specifically agreed to this, or have not opted out when your details were collected and you were given the opportunity to do so, by email or similar technology (you can inform us at any time if you no longer require marketing communications);
  - (viii) deal with enquiries and complaints made by or about you relating to the website.
- c) We shall not, without your express consent, provide your personal information to any third party for the purpose of direct marketing.
- d) All our website financial transactions are handled through our payment services provider, PayPal. You can review the PayPal privacy policy at [www.paypal.co.uk](http://www.paypal.co.uk). We shall share information with PayPal only to the extent necessary for the purposes of processing payments which you make via our website and of dealing with queries and complaints relating to such payments.

#### **(5) Disclosures**

- a) We may disclose information about you to any of our employees, officers, agents, suppliers or subcontractors, insofar as is reasonably necessary for the purposes set out in this Privacy Policy.
- b) In addition, we may disclose your personal information:
- (i) to the extent that we are required to do so by law;
  - (ii) in connection with any legal proceedings or prospective legal proceedings;
  - (iii) in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);
  - (iv) to the purchaser (or prospective purchaser) of any business or asset which we are (or are contemplating) selling; and
  - (v) to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.
- c) Except as provided in this Privacy Policy, we shall not provide your information to third parties.

**(6) International data transfers**

- a) Information which we collect may be stored and processed in and transferred between any of the countries in which we operate, in order to enable us to use the information in accordance with this Privacy Policy.
- b) Information which you provide may be transferred to countries which do not have data protection laws equivalent to those in force in the European Economic Area.
- c) You expressly agree to such transfers of personal information.

**(7) Security of your personal information**

- a) We are committed to ensuring that your information is secure. In order to prevent unauthorised access, loss, misuse, alteration or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.
- b) Where the personal information which you provide to us is stored electronically, this will be stored on our secure (password- and firewall-protected) servers. All electronic communications which you make to or receive from us via this website will be encrypted using SSL technology. All financial transactions facilitated by this website will be subject to the security protocols provided by PayPal, over which SLG Charitable Trust Limited has no control. Details about the security measures of PayPal may be found at:

[www.paypal.co.uk](http://www.paypal.co.uk).

- c) Data transmission over the Internet is not a secure method of transmission. We implement certain safeguards to protect your personal information, but we cannot ensure or guarantee the security of any information which you may transmit to us from the website. Such transmissions are made at your own risk. We do, however, endeavour to ensure the security of such information on our systems.

**(8) Your rights**

- a) You may instruct us to supply to you any personal information which we hold about you. Provision of such information will be subject to:
  - (i) the payment of a fee (currently fixed at £10.00 for information which is being processed by automated means, e.g. on computer, and up to £50.00 for information which is held manually or in a combination of manual and automated records); and
  - (ii) the supply of appropriate evidence of your identity. For this purpose, we will usually accept a photocopy of your passport, or an original copy of a utility bill, showing your current address.

Please write by post to SLG Charitable Trust Limited, Convent of the Incarnation, Fairacres, Parker Street, Oxford, OX4 1TB.

- b) We may withhold such personal information to the extent permitted by law.
- c) You may instruct us not to process your personal information for marketing purposes by email at any time. In practice, you will usually either expressly agree in advance to our use of your personal information for marketing purposes, or we shall provide you with an opportunity to opt out of the use of your personal information for marketing purposes.

**(9) Third party websites**

- a) Our website contains links to PayPal and may contain links to other websites of interest. Links to third-party websites are provided for your convenience only, and such links do not constitute endorsement by us of the content of, or policies adopted by, such websites.
- b) You should note that once you have used these links to leave our website, we do not have any control over any website to which you migrate and such websites are not governed by this Privacy Policy. We are not responsible for the protection and privacy of any information which you provide whilst visiting such websites. You should exercise caution, and look at the privacy statement applicable to the website in question.

**(10) Updating information**

We ask you to inform us if the personal information we hold about you requires correction or updating.

**(11) Contact**

If you have any questions about this Privacy Policy or our treatment of your personal information, please write by post to SLG Charitable Trust Limited, Convent of the Incarnation, Fairacres, Parker Street, Oxford, OX4 1TB.

**(12) Governing Law and Jurisdiction**

This Privacy Policy shall be governed by and construed in accordance with English law, and the courts of England and Wales shall have non-exclusive jurisdiction to adjudicate any dispute arising under or in relation to this Privacy Policy.

**(13) Data controller**

The data controller responsible in respect of the information collected on this website is SLG Charitable Trust Limited. Our data protection registration number is Z8387345.