

Phone/Fax Order — Privacy Notice

1. Who we are

CGP
Customer Services
Broughton-in-Furness
Cumbria
LA20 6BN

2. Why we need to process your data

When you make an order with us we need to keep some personal details in order to fulfil our contract and deliver the product to you.

We will keep hold of your personal data so that we can contact you in relation to your order, and to make it easier for you to order from us in the future.

The personal data we collect will include your name, email address, postal address, phone number and information relating to your order. We do not store any credit / debit card information.

If you are a private customer, we will not use or share your data for any other purpose than those outlined above. If you order as a school, tutor or bookseller, we may contact you with information relating to our services. If you don't want to hear from us you will be able to opt out of any further communication by [contacting us](#).

Your privacy is very important to us and your data will be processed via a secure server. We regularly review our security policies and take appropriate measures to make sure your data is secure.

We will hold your personal data for a period of eight years from the point of your last order, after which time personal data will be deleted. We will delete the data at an earlier stage if you send us a 'Right to Erasure' request.

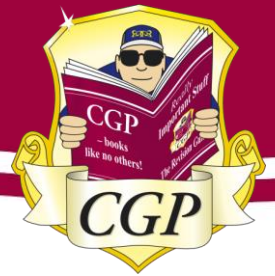
Some of our products are available as Free Online Editions. In order to claim the online edition you will need to create an account on our website. To view the Terms and conditions and privacy statement for our website please go to <https://cgpbooks.co.uk/info/terms-conditions> and <https://cgpbooks.co.uk/info/privacy>.

3. Your rights

You have the right to ask us to rectify any data we hold about you if that data is incorrect or incomplete. Please refer to our more detailed guidance on your rights which can be accessed in our [Individual Rights Notice](#).

You also have the right to obtain and re-use the data which we hold for your own purposes. This is known as 'data portability'. Please refer to our more detailed guidance on your rights which can be accessed in our [Individual Rights Notice](#).

You also have the right of erasure where there is no compelling reason for us to continue holding your data. Please refer to our more detailed guidance on your rights which can be accessed in our [Individual Rights Notice](#).



You also have the right to complain if you are not happy about the way we have used your personal data. Please refer to our more detailed guidance on your rights which can be accessed in our [Individual Rights Notice](#).