

# CGP Account — Privacy Notice

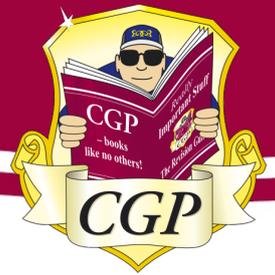
## 1. Who we are

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

## 2. Why we need to process your data

### CGP Accounts:

- **Full CGP web account on our website** — in order to **purchase a product** from our website you can either create a CGP web account or check out as a guest.
  - In any case the personal data we collect will include your name, email address, postal address, phone number, customer type and information relating to your order. We do not store any credit / debit card information.
  - We need to keep these 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 process your order, contact you in relation to your order or shopping basket, email recommendations regarding products you may be interested in, store your order history, maintain our financial records and make it easier for you to order from us in the future.
  - We'll delete your personal data 8 years after your last order.
- **Lite CGP Account on our website** — in order to view your Online Editions on our website you can set up a CGP lite web account (or use a full CGP web account).
  - Some of CGP's products are available as free **Online Editions** or are buyable Online Editions on the CGP website.
  - You can use your full CGP account if you set one up during the checkout. If you don't have an account yet, the personal data we'll need to collect includes your name, email address, phone number (optional) and customer type. We may email you regarding products you may be interested in or your shopping basket.
  - To view the Online Editions you'll also need to redeem the activation codes if you haven't already — if you have any questions see our [FAQs](#).
  - If you have Online Editions only, we'll delete your personal data 12 months after your Online Edition licences have expired — unless you log in to your account again.
  - If you don't have any Online Editions and aren't using your account we'll delete your personal data 12 months since you last logged in.
- **CGP Author Account** — in order to submit a resource you will need to create an account:
  - The personal data we collect includes your name, email address, occupation, subject specialism. We do not store any bank details — any payments are made via PayPal.
  - You can also use your Author Account (email address and password) to log into our CGP website (set up as a 'Lite CGP Account' as described above).
  - We will keep hold of your personal data as long as you have a resource published.



- We will delete your personal data 3 years after your last submission if you have no published resources.
- We will delete data at an earlier stage if you send us a 'Right to Erasure' request.
- Here are the links to all our [terms and conditions](#) and [privacy statements](#) for our website.

### 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](#).