

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

In order to purchase a product from our website you can either create a CGP web account or checkout as a guest.

In either case 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.

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 to make it easier for you to order from us in the future and to contact you if there are any issues relating to your order. If you checkout as a guest we will store your personal data so we can process your order, store your order history and maintain our financial records.

Some of our products are available as free Online Editions. In order to claim the Online Edition you will need to use your 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> or <https://cgpbooks.co.uk/info/privacy>. Unless you submit an order you will only need to provide your email address, username and password to create an account.

We will not use or share your data for any other purpose than those outlined above.

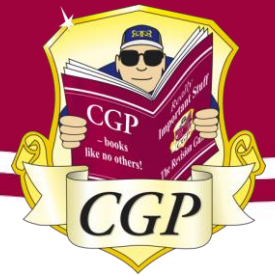
Your privacy is very important to us and your data will be processed via secure servers (located at CGP and a third party hosting provider). We regularly review our security policies and take appropriate measures to make sure your data is secure.

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.

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](#).