

# LIBRARY CATS PUBLISHING HOUSE CIC

## PRIVACY POLICY

Our Privacy Policy was last updated on September 21, 2023.

You provide your agreement for us to use cookies in the ones outlined in this policy by using our website. We also advise you to read the Terms & Conditions in full prior to entering any agreements with Library Cats Publishing House CIC.

### Interpretation and Definitions

#### Interpretation

The words of which the initial letter is capitalized have meanings defined under the following conditions. The following definitions shall have the same meaning regardless of whether they appear in singular or plural.

#### Definitions

For the purposes of these Terms and Conditions:

- **“Company”** (referred to as either “the Company”, “We”, “Us” or “Our” in this Agreement) refers to Library Cats Publishing House CIC.
- **“Country”** refers to the United Kingdom.
- **“Content”** refers to content such as text, images, or other information that can be posted, uploaded, linked to or otherwise made available by You, regardless of the form of that content.
- **“Device”** means any device that can access the Service such as a computer, a cell phone or a digital tablet.
- **“Feedback”** means feedback, innovations or suggestions sent by You regarding the attributes, performance or features of our Service.
- **“Products”** refer to the products or items offered for sale on the Service.
- **“Orders”** mean a request by You to purchase Products from Us.
- **“Promotions”** refer to contests, sweepstakes or other promotions offered through the Service.

- **“Service”** refers to the Website.
- **“Terms and Conditions”** (also referred to as “Terms”) mean these Terms and Conditions that form the entire agreement between You and the Company regarding the use of the Service.
- **“Third-party Social Media Service”** means any services or content (including data, information, products or services) provided by a third party that may be displayed, included or made available by the Service.
- **“Website”** refers to Library Cats’ website, accessible at:  
<https://www.librarycatspublishinghouse.com/>.
- **“You”** means the individual accessing or using the Service, or the company, or other legal entity on behalf of which such individual is accessing or using the Service, as applicable.

## Who Are We?

The Data Controller is Library Cats Publishing House CIC, Flat 45 Carmichael Court, Grove Road, London, England, SW13 0HA. Library Cats Publishing House CIC is dedicated to protecting and respecting your privacy. We will publish and otherwise utilise any personal information you provide for publishing on our website in line with the consent you allow us. Without your specific permission, we will never give your personal information to a third party for their or another company’s direct marketing.

## Digital Media & Images Policy

The subscriber grants explicit permission to Library Cats Publishing House CIC to use the writings and/or books for all purposes, including advertising and promotional purposes, in any manner and all media now known or hereafter known, by subscribing and participating in services provided by Library Cats Publishing House CIC.

Live session calls are recorded events. By entering the ‘Zoom Meeting’ room of Library Cats Publishing House CIC, the subscriber agrees to participate in recordings and the recording to be utilised for educational, promotional and commercial purposes.

Library Cats Publishing House CIC operates in compliance with GDPR 2018 and follows local and international privacy laws. Your privacy is important to us. Library Cats Publishing House CIC is committed to complying with any relevant legislation relating to Personal Data. This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to recognise our views and practices regarding your personal data and how we will treat it.

## What Data Do We Collect?

We will make sure that all personal data you supply is held in accordance with data protection laws. We do not sell or transfer personal data to any third parties unless you have consented to this,

or if this is permitted by law. Your passwords and payment details stay protected, and Library Cats Publishing House CIC is unable to see any of this information. We may gather, retain, and use the following categories of personal data:

- Information about your computer, visits to, and use of, this website, as well (including your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths).
- Information you provide us in order to subscribe to our email notifications and/or newsletters, such as information you give us when you register for an account on our website (which includes your name and email address).
- Information you provide us while utilising our webinar services or subscribing to our newsletter.
- Your name, address, phone number and email address.
- Information that you submit to our website for online publishing (including your username, profile pictures and the content of your posts).
- Any additional personal information that you choose to give to us, including information included in or pertaining to any communication that you send to us or send through our website (including the communications content and accompanying metadata).

## Media

All media content as part of our education portal is solely owned and created by Library Cats Publishing House CIC. **DOWNLOADING, COPYING OR SHARING** to any external/non-paying entity is strictly forbidden and will result in **ACCOUNT TERMINATION**.

## Cookies

Library Cats Publishing House CIC does not utilise cookies within this website. European data protection law does not allow the transfer of personal data to third countries outside the European Economic Area (EEA) that do not ensure an adequate level of data protection. No personal data will be processed outside the EEA. All information you provide to us is stored, usually within the UK or the EEA, on secure servers hosted by us or third parties providing hosting or other services for us. We store application details including personal, sensitive data in electronic forms, these are kept on our secure document-based database, fully secure and safe to industry standard. You must seek the other person's agreement to the sharing and processing of their personal information in line with this policy before disclosing their information to us. The use of any personal information you provide to us via our website will be in accordance with this policy and any applicable website pages.

## Data Retention

Your data will not be retained for more than 5 years from the last point at which we provided any services or otherwise engaged with you, and it is our policy to store your personal data for as long as it is necessary for us to comply with our legal obligations and for our legitimate business interests. However, we may retain data for longer than a 5-year period where we have a legal or contractual obligation to do so. Thus, we reserve the right to delete/use personal information/data after this period of time has elapsed. If you think that we should delete your personal data sooner, please notify us in writing of your reasons.

Your personal information may be used by us for the following purposes:

- Managing our website and company.
- Customising our website for you.
- Enabling your use of the services offered on our website.
- Provide you with the services you ordered on our website.
- Send you bills, statements, and payment reminders, and collect payments.
- Provide you with notifications by email that you have requested.
- If requested, send you our email newsletter (you may let us know at any time if you no longer want the newsletter).
- Send you promotional materials about our company or carefully chosen third parties; businesses that we believe may be of interest to you via postal mail or, if you specifically consented, via email or other similar technology (you can let us know at any time if you no longer want to receive promotional materials).
- Provide statistics data on our users to third parties (albeit those parties will not be able to use that data to specifically identify any one user).
- Respond to questions and grievances you or others have regarding our website.
- Maintain the safety and security of our website.
- STOP FRAUD.
- To confirm adherence to the rules and regulations regulating the usage of our website.

Our payment processing provider, PayPal, handles all financial transactions on our website. The provider's privacy policies are available at <https://www.paypal.com/uk/webapps/mpp/ua/legalhub-full>.

Only the information required for processing payments you make via our website, refunding those payments, and handling complaints and enquiries regarding those payments and refunds will be shared with our payment services provider.

## **Governing Law**

The laws of the Country, excluding its conflicts of law rules, shall govern these privacy policies and Your use of the Service. Your use of the Application may also be subject to other local, state, national, or international laws in the area of data protection.

## **Disputes Resolution**

If You have any concerns or disputes about the Service, You agree to first try to resolve the dispute informally by contacting the Company.

## **Acceptance and Consent**

As a User of the Website, you declare that you have been informed of the conditions on the protection of personal data, you accept and consent to the processing of such data by the Owner in the manner and for the purposes indicated in this Privacy Policy.

## **Contact Us**

If you have any questions about these Terms and Conditions, You can contact us:

- Address: Flat 45 Carmichael Court, Grove Road, London, England, SW13 0HA.
- By visiting this page on our website: <https://www.librarycatspublishinghouse.com/>.
- E-mail: [librarycatseditorial@gmail.com](mailto:librarycatseditorial@gmail.com).