

Data Protection Notice

WE respect your trust in us to use, store and share your information. In this notice we explain how we collect information about your organisation, or about you if you have applied in a personal capacity to buy goods from us or to use our website.

1. Who we are:

'We' are Atlantic Europe Publishing Co Ltd, registered in the UK.

We share your information among members of our staff only for sole purpose of conducting business with you. We do not share your information with any other company, individual, mailing house or any other agency. Period. That has always been our policy before the GDPR requirements, and we continue to have standards as high as or higher than the GDPR requirements.

2. How we collect information about you and your organisation:

We collect business information only, unless you apply to buy books from us or use our material in your personal capacity or choose to use your personal e-mail address or postal address in your dealings with us. If we contact you via a mailing house, we ensure the mailing house is fully GDRP compliant. Every mailing we send out has an unsubscribe button attached to it. You may unsubscribe at any time, but if you have purchased a subscription from us, you will then not be able to receive notifications about updates or renewals. That may result in an interruption of service beyond our control.

Our website uses cookie to collect information simply for the purpose of allowing you to login without having to provide login credentials each time you visit, and to make sure that our membership software is fully up to date with any changes in passwords you may have made.

3. How we keep your information safe:

We protect your information on secure servers that meet international standards. We keep our office computers, files and buildings secure, and our accounts management software uses data security measures.

4. How long we keep your information:

To meet our legal and regulatory obligations we hold your information while you are a customer, and for a period of time after that so that, for example, people who have forgotten to resubscribe do not have to fill in application forms all over again when they do get round to extending their subscriptions. We do not hold it for longer than necessary.

5. Meeting our legal and regulatory obligations:

To use your information lawfully, we rely on one or more of the following legal bases:

- performance of a contract
- legal obligation
- protecting the vital interests of you or your organisation
- our legitimate interests, and
- your consent

Note that when you apply for books and subscriptions online there is always a button you have to press giving your consent explicitly. You cannot have ordered from us without your consent being given.

We do not hold sensitive personal information about you of any kind.

6. How we use your information:

We use information about you to

- provide you with relevant products and services
- to inform you about new items and changes to our products and services
- protect both our interests
- meet our legal and regulatory obligations

7. Your information and third parties

We do not share your information with third parties. Period.