

Privacy Policy

Contents

Introduction	2
Statement of intent.....	2
Collection of personal information	2
Storage of personal information.....	3
Sharing information	3
Cookies.....	3
About cookies	3
Use of cookies on our site.....	4
Refusing cookies	4
I.P. Address	4
Access.....	4
Links	5

Introduction

Our Privacy Policy explains how and why we collect personal information about you. The information that we gather from you as a customer helps us to personalize and improve the experience that you have with CogBooks. We will use your information to process your payments, deliver the services and goods that you order, communicate with you about your order and generally maintain your account with us. We will also use information to protect against and prevent fraud or abuses of our websites.

Apart from permitted sharing of information in accordance with our User Data Usage Policy (where you are a member of our service) or where we are required to do so by law, we will not share or transfer any personal information with any other third-party unless you consent to such transfer.

Statement of intent

CogBooks Limited is committed to responsible management of personal information in accordance with the Data Protection Act 1998 and the Privacy and Electronic Communications (EC Directive) Regulations 2003 (which are applicable United Kingdom laws).

Collection of personal information

To receive certain information about our services you will be asked to provide personal information about yourself such as your name, address and email. When you provide this information to us you consent to our use of that information in accordance with the terms of this Privacy Policy. This information will be used to provide you with the services that you have requested and to provide you with news and information about our products and services. If you no longer wish to receive such information just let us know by sending an email to info@cogbooks.com with the word "Stop" in the subject line and we will stop sending it.

If you wish to purchase services from us, then you will be required to register for membership. As part of this process you will be required to accept our User Data Usage Policy which sets out how we will be entitled to process and use your personal details. Please note that we use reasonable endeavors to ensure that we process your personal details as part of the 'CogBooks' service in accordance with our User Data Usage Policy (which we may update from time to time).

Storage of personal information

We will keep your personal information for as long as we need it to provide our products and/or services to you. We will try to keep personal information which we hold about you up to date, but if you think that we are holding information which is inaccurate then please send us an email at info@cogbooks.com with the word "Update info" in the subject line and we will update your information accordingly.

Sharing information

We will not sell the personal information that we collect from you. We use the personal information which we collect from you to help us provide our products and/or services to you. Apart from permitted sharing of information in accordance with our User Data Usage Policy (where you are a member of our service) or where we are required to do so by law, we will not share or transfer any personal information with any other third-party unless you consent to such transfer.

Cookies

About cookies

We use "cookies" which are text only strings of information that the website you are visiting transfers to the cookie file of the browser on your computer. Their purpose is to identify users and to enhance the user's experience by customizing web pages. A cookie will usually contain the name of the domain from which the cookie has come, an expiry date for the cookie, and a value, which is usually a random generated unique number. Cookies may be either first-party cookies or third-party cookies. First-party cookies are used by the website owner and third-party cookies are used by a third-party such as an advertiser or a web designer or a website host. Cookies may be non-persistent or session cookies, which are temporary cookies that remain in the cookie file of your browser until you leave the site or persistent cookies, which remain in the cookie file for much longer. How long persistent cookies remain in your browser depends on the duration given to the cookie. Cookies may record personal data such as name, and email address and/or non-personal data such as IP address and unique but anonymous customer identity.

Use of cookies on our site

This site uses non-persistent first-party cookies when you surf our site as a visitor. When you become a member to receive our services we use persistent first-party cookies. This site does not use third-party cookies except Hubspot and Google.

Please note that our cookies will not store your personal details. This site uses first-party cookies to record details such as:

- the precise time that you visit this site;
- the precise web pages that you view and the websites visited by you before and after you visit this site;
- to help us recognize you as a unique visitor when you return to this site and to allow us to tailor content for you;
- to compile anonymous, aggregated statistics that allow us to understand how users use this site to help us to improve its operation;
- to allow you to carry information across pages of our site and avoid having to re-enter information;
- to allow you to maintain a shopping basket when surfing our site;
- to allow you to access stored information within registration.

Refusing cookies

You are entitled to refuse the use of cookies on this site. You can refuse cookies by making modifying the settings in your browser.

I.P. Address

This site logs your Internet Protocol (I.P.) address. All computers that are linked to the Internet have an I.P. number. An I.P. address does not provide identifiable personal information.

Access

You are entitled under the United Kingdom Data Protection Act 1998 to a copy of the personal information that we hold about you if you apply to us in writing. We reserve the right to a reasonable charge for processing any such request.

Links

This site provides links to other websites. Our Privacy Policy applies only to this site and we are not responsible for the privacy practices of third-party sites.