

York Publishing Services Privacy Policy

Your privacy

At York Publishing Services we are committed to the highest privacy standards. However you choose to interact with us, we will only collect data that is necessary for us to deliver the best possible service or anything else relevant to your book production or book orders from our online bookshop. This policy provides detailed information on when and why we collect your personal information, how we use it and the very limited conditions under which we may disclose it to others.

Collection of your Personal Information

In addition to your basic contact information (name, telephone numbers and your addresses etc) we will collect other relevant details including bank details for current book orders, or ISBN Applications.

How we use this information

The information we collect about you is used to ensure we provide you with the best and most appropriate products and services. In addition, we might also suggest relevant products or services that we believe would be of interest. We use your contact information to respond to queries from you, and where appropriate your bank details to collect Credit Card payments as agreed. We may occasionally contact you to ask for your feedback on services we have provided.

Our policy on storage, processing and retention of your information

Your data is stored and processed entirely within the UK. We retain your information for as long as reasonably necessary to provide our products and services and to maintain records to satisfy tax and other legal requirements.

How and when we may share your Personal Information

Where necessary we may pass information to external agencies and organisations, including the police, for the prevention and detection of fraud and criminal activity. Should any claim be made, we may pass your personal information to our insurers or legal professionals and, if our business is wholly or partially transferred to a third party, your personal information may be one of the transferred assets.

Your rights with respect to the Personal Information we hold

You are entitled to access the personal information that we hold on you. Any such request should be made using our contact details below. If any data we hold is inaccurate, this will be corrected promptly on request. In certain circumstances you can request that we erase your data. This we will do, where it would not prevent us meeting our legal and regulatory obligations.

Updating your communication preferences

You may ask that we do not send you communications using any of the contact details we hold on our records, this may include your email, telephone and postal information. You may also request we restrict our communications to necessary messages. Your personal preferences can be changed at any time by using our contact details below.

Use of Cookies

A cookie is a small text file containing information that a web site transfers to your computer's hard disk for record-keeping purposes. A cookie cannot give us access to your computer or to your personal information. Most web browsers automatically accept cookies; consult your browser's manual or online help if you want information on restricting or disabling the browser's handling of cookies. If you disable cookies, you can still view the information on our web site, but the functionality of certain areas may be reduced.

Privacy Policy Updates

We reserve our right to make any changes and updates to this privacy policy without giving you notice as and when we need to. Our most up to date privacy policy is always available on our website.

Contacting us

You can reach us by email: enquiries@yps-publishing.co.uk, telephone: 01904 431213, or post: 64 Hallfield Road, Layerthorpe, York, YO31 7ZQ