

Authors Aloud UK Ltd Privacy Policy

Authors Aloud UK & your personal information

Authors Aloud UK Ltd takes the right to privacy of people who send personal information to us very seriously. Set out below are details of our privacy policies but in brief:-

We only collect the minimum of personal data we need to work efficiently

We do not pass your information to any 3rd parties unless

A: Required by law.

B: You specifically request us to.

C: You are part of a promotional tour for an author in which case your information will be shared with the publisher

How do we define 'personal information' ?

We define personal information as being that which identifies the person uniquely. This would include (but is not limited to):-

Your name

Your email address

Your postal address

Your telephone number

How do we collect information ?

Authors Aloud UK collects information in several ways, these include:-

- Receipt / exchange of emails with clients and prospective clients.
- Receipt / exchange of communication by post from/with clients.
- The completion of on-line forms (such as our contact form)

The use of cookies on our website* |

*Notes about Cookies. Our website uses cookies in two different ways in two different cases.

1. In most cases the cookies are used to identify to the server which computer has asked for what information. An example would be dynamic pages (like our speaker list), where the web-site visitor clicks on a link which request information from a database.

These cookies don't identify the person browsing the website as a person, they are just a unique number assigned to the computer the visitor is using to allow the server to send the right information to the right computer and are only used for the duration of your visit to the site. No records of these cookies are kept after you have left the site.

How do we use the information?

Information is frequently collected electronically, i.e. by email or through the on-line forms. This information is checked and used for the following purposes:-

- Where required by law
- For example, keeping invoices etc for financial records.
- For the purposes of contacting / replying to clients and prospective clients e.g. replying to email and web-from enquiries, correspondence with existing clients etc.
- For administration purposes e.g. we keep copies of enquiries, contracts etc. These are identified with the clients name, date etc

How long do we keep information ?

The short answer is only as long as is necessary. Some information needs to be kept for longer periods (clients contact details on invoices etc) but we regularly delete/destroy information that is no longer of relevance.

Do we exchange information with others ?

Authors Aloud UK does not exchange/pass data on to third parties unless required to do so by law or asked specifically to do so by the client or when a school is part of an author promotional tour, details will be shared with the publisher.

Can I find out what information you have about me?

If you are a client or have contacted us in the past and wish to find out what information we hold with your data, then please contact us info@authorsalouduk.co.uk requesting the information. There is no charge for this, but there are security procedures that will need to be followed.