

## Privacy Policy

**This privacy policy sets out how Barnett's Books Limited uses and protects any information that you give barnettsbooks.com when you use this website.**

**Barnett's Books Limited is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.**

Barnett's Books Limited may change this policy from time to time by updating this page. If you are concerned, you should check this page from time to time to ensure that you remain happy with any changes. This policy was last updated in March 2021.

### **What we collect**

We may collect some or all of the following information, for example if you use our contact form:

- Your name
- Contact information including email address and/or telephone number
- Other information relevant to customer communications and marketing

### **What we do with the information we collect**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Processing your orders and responding to your enquiries;
- Internal record keeping;
- Reviewing the appropriateness of our products and services, including looking for ways to improve our offer.

We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided. We also prepare and distribute marketing materials, which you may choose to receive.

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online and we have sought assurance that any third party software or database provider also has appropriate security measures in place.

### **Cookies**

Currently we operate an 'implied consent' policy which means that we assume you are happy with our use of cookies. If you are not happy, then you should either not use this site, or you should delete our cookies once you have visited the site, or you should browse the site using your browser's anonymous usage setting (e.g. "Incognito" in Chrome)

Through services offered by Google Analytics and wix.com, amongst others, we may use cookies to identify which pages of our website are being used. This helps us improve our website in order to provide you with a better experience by enabling us to monitor which pages you find useful and

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which you do not. We only use this information for statistical analysis purposes and Barnett's Books Limited does not retain this data.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website. You can also delete cookies that have already been set.

## **Controlling your personal information**

We will not sell, distribute or lease your personal information to third parties.

We will not disclose your personal information to third parties unless we have your permission and/or we are required by law to do so.

If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at [enquiries@barnettsbooks.co.uk](mailto:enquiries@barnettsbooks.co.uk)

You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please write to Barnett's Books Limited, Gordon House, High Street, Wadhurst TN5 6AA.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.

## **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question. We are also not responsible for the policies, choices, ethical, moral or political stances, biases or other matters of concern that you may encounter on such third party websites.

## **Other information which may be collected when you visit [barnettsbooks.com](http://barnettsbooks.com)**

Social buttons – [barnettsbooks.com](http://barnettsbooks.com) may include buttons for Twitter, Facebook and Instagram and other social media. You should be aware that these sites are likely to be collecting information about what you are doing all around the internet, including on Barnett's Books Limited's site. If you click on any of these buttons, these sites may be registering that action and may use that information. In some cases these sites will be registering the fact that you are visiting Barnett's Books Limited, and the specific pages you are on, even if you don't click on the button if you are logged into services like Google and Facebook. You should check the respective policies of each of these sites to see how exactly they use your information and to find out how to opt out, or delete, such information. This data collection is managed by your settings choices on your Google or Facebook (or similar browser/system) account and not by Barnett's Books Limited.

External web services – We may, from time to time, use external web services on the Barnett's Books Limited, mostly to display content within our web pages: for example YouTube (for video), SlideShare (for slideshows). This is not an exhaustive or complete list of the services we use, or might use in the future, when embedding content, but these are the most common. As with the social buttons we cannot prevent these sites, or external domains, from collecting information on your usage of this

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embedded content. If you are not logged in to these external services then they will not know who you are but are likely to gather anonymous usage information e.g. number of views, plays, loads etc.

## **Disclaimer**

The material on our website is given for general information only and does not establish any contractual relationship between us and you. We do not accept directly or indirectly any responsibility for loss arising directly or indirectly from reliance on information on this site.

We set out to ensure that any text, comments or opinions shown on the website are fair, honestly held, and avoid any derogatory comments in particular in relation to protected characteristics such as race, gender etc. Our selection of what books to present on the website follows no intentional agenda beyond an assessment of what the reading public may find interesting and may wish to buy. We accept no obligation to perform any due diligence into the acceptability or sensitivity (including to content deemed to be potentially “triggering”) of any published work, which is generally available to the public, or into the views, historic or current, of the author, the publisher or anybody connected to the work and we accept no responsibility to highlight any such potential concerns on the website. It is possible that some people may find offence in the books that we choose to stock, or to present on the website (or, indeed, that we choose not to stock or not to present). We assure those people that no offence is intended. Users of the website who feel sensitive to such matters should avoid using the website or reading any of the material presented on it without first checking independently as to the appropriateness of such material for them, personally.

Given that the Internet uses an open system we cannot be responsible for ensuring that the website and downloads reach you virus-free, although we take all reasonable precautions to ensure the safety of the website for users. You must, therefore, take all appropriate precautions for your own safety.

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