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Your rights:

Accessing your Data

You have the right to request a copy of your personal Data held by us (where such Data is held). However, we may ask you to verify your identity before the request will be granted to ensure confidentiality. This service is free of charge for the first request but there may be an administration fee for subsequent requests. We will provide you with the information within one month of your request unless your request is particularly complex, in which case it may take up to a further two months. We will inform you if this is the case.

Rectifying your Data

You have the right to have your Data rectified if it is incorrect in any way. We will rectify your Data within one month of you notifying us, unless your request is particularly complex, in which case it may take up to a further two months. We will inform you if this is the case. We will also notify third parties to whom we have disclosed your Data of the rectified Data, unless it is impossible or involves disproportionate effort to do so.

Unsubscribing from marketing

You have the right to ask us not to process your personal data for marketing purposes. We will inform you at the point of collecting your data if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by choosing not to at the time of collection or at any other time subsequently. You can also exercise the right at any time by contacting us at <mailto:info@intellectbooks.com> and asking us to cease contacting you for such purposes.

Your right to erasure (your right to be forgotten)

You have a right to have your personal data erased and to prevent processing in specific circumstances, including:

When your personal data is no longer necessary in relation to the purpose for which it was originally collected/processed

- When you withdraw consent
- When you object to the processing and there is no overriding legitimate interest for continuing the processing
- Your personal data was unlawfully processed
- Your personal data has to be erased in order to comply with a legal obligation

If we have disclosed the personal data in question to third parties, we will inform them about the erasure of the personal data, unless it is impossible or involves disproportionate effort to do so.

However, the right to erasure does not provide an absolute 'right to be forgotten'. We may refuse your request to be forgotten in certain circumstances, such as:

- To exercise the right of freedom of expression and information
- To comply with a legal obligation for the performance of a public interest task or exercise of official authority
- For public health purposes in the public interest
- Archiving purposes in the public interest, scientific research historical research or statistical purposes; or
- The exercise or defence of legal claims

Security

We have put in place suitable physical, electronic and managerial procedures to safeguard and secure Data.

We endeavour to do our best to protect your personal Data. However, transmission of information over the internet is not entirely secure and is done at your own risk.

Changes to this privacy policy

We reserve the right to change this privacy policy as we may deem necessary from time to time or as may be required by law. Any changes will be immediately posted on our Websites and you are deemed to have accepted the terms of the privacy policy on your first use of our websites following the alterations.

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