

## Privacy Policy

**Last Updated: August 2024**

At **Ant & Armvark Publishing**, we are committed to safeguarding the privacy of our visitors and clients. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you visit our website or engage with our services. Please read this policy carefully to understand how we treat your personal data.

### 1. Information We Collect

We may collect the following types of personal information:

- **Contact Details:** Name, email address, phone number, and postal address when you fill out our contact forms or submit a manuscript.
- **Manuscript Submissions:** Information related to your submission, including the manuscript itself, title, genre, and any associated documents.
- **Payment Details:** For services such as editing, when applicable.
- **Usage Data:** Information such as your IP address, browser type, and how you interact with our website through cookies or analytics tools.

### 2. How We Use Your Information

We use the personal information you provide for the following purposes:

- **Manuscript Submission and Review:** To evaluate and communicate with you regarding your manuscript submission.
- **Service Delivery:** To provide the services you request, such as editing or publishing.
- **Customer Communication:** To respond to inquiries and provide updates about our services or offers.
- **Legal Compliance:** To ensure compliance with applicable laws and regulations.
- **Marketing:** With your consent, to send you promotional content related to our services. You can opt-out of these communications at any time.

### 3. Sharing of Your Information

We do not sell or lease your personal information to third parties. However, we may share your data with:

- **Service Providers:** Trusted third parties who assist in operating our business, such as web hosting or email services.

- **Legal Authorities:** If required by law or to protect the rights and safety of our company or others.

#### **4. Storing and Securing Your Data**

Our site is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to sell our products and services to you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

We take reasonable steps to ensure your personal data is protected. Information you provide is stored securely, and we implement appropriate technical and organizational measures to prevent unauthorized access, disclosure, or misuse.

#### **5. Your Data Rights**

Under the GDPR and UK data protection laws, you have rights including:

- **Access:** The right to request copies of your personal information.
- **Correction:** The right to request corrections of inaccurate data.
- **Erasure:** The right to request the deletion of your personal data in certain circumstances.
- **Data Portability:** The right to request that your data be transferred to another organization.
- **Withdrawal of Consent:** You may withdraw your consent for marketing communications at any time.

To exercise any of these rights, please contact us at [antandaardvarkpub@gmail.com](mailto:antandaardvarkpub@gmail.com).

#### **6. Cookies and Tracking Technologies**

Our website uses cookies to enhance user experience. You may choose to disable cookies in your browser settings. For more details, please review our [Cookie Policy](#).

#### **7. How Long We Keep Your Data**

We retain your personal data only for as long as necessary to fulfil the purposes outlined in this policy, including legal, accounting, or reporting requirements.

#### **8. Third-Party Links**

Our website may contain links to third-party websites. We are not responsible for the privacy practices of these external sites. We encourage users to read the privacy policies of any linked sites.

#### **9. Updates to This Policy**

We may update this Privacy Policy from time to time. Any changes will be posted on this page, and the "Last Updated" date will be revised accordingly.

## **10. Contact Us**

If you have any questions or concerns regarding this Privacy Policy, please contact us at: [antandaardvarkpub@gmail.com](mailto:antandaardvarkpub@gmail.com).