

## PRIVACY POLICY

The PGDL Bible Ltd (“**we**” / “**us**” / “**our**” / “**ours**”) is committed to respecting and protecting your privacy. This policy outlines the legal basis on which any personal data that we collect from you, or that you provide to us, will be processed including when using our website [www.thepgdlbible.co.uk](http://www.thepgdlbible.co.uk).

Please refer to the below to understand how your personal data is managed and treated.

### 1. ABOUT US

The PGDL Bible is a trading name of The PGDL Bible Ltd, the data controller in respect of your personal data. This means that we are responsible for deciding how we hold and use your personal data.

### 2. WHAT INFORMATION WE COLLECT AND HOW WE USE IT

We collect personal data in order to operate effectively as a business, to fulfil orders placed by you on our website, and to provide a streamlined, efficient customer service. You may choose not to provide certain information but if you do, and that information is necessary to fulfil your order, you may not be able to place an order via our websites. We will only use your personal data where we have a valid lawful basis to do so.

The below table summarises the information we collect about you, explains how we intend to use such information, and the legal basis for us doing so.

<p><i>What information will we collect about you?</i></p>	<p>Your name, address, email address and phone number. Information, feedback, comments, and other information that you provide when you contact us (E.G for customer support purposes).</p>
<p><i>How will we collect information about you?</i></p>	<p>Information is collected automatically via Wix, our website hosting platform, whenever you place an order with us or otherwise make contact with us.</p>

<p><i>Why are we processing information about you?</i></p>	<p>To fulfil your order and to provide customer support, including dealing with enquiries, correspondence, and complaints.</p> <p>To resolve disputes and to prevent fraud.</p> <p>To send marketing communications (where you have not opted out).</p>
<p><i>What is our legal basis for processing your personal information?</i></p>	<p>To allow us to perform our contract with you.</p> <p>To enable us to pursue our legitimate interests to deliver products you have requested, to protect our legal rights, and to improve our services to you.</p>

### 3. PAYMENT DETAILS

The PGDL Bible website is hosted on Wix, which also acts as an integrated payment processor. Websites built on Wix offer around-the-clock-monitoring and use the strongest encryption standard commercially available to safeguard both you and us. Supported by anti-fraud protection, our website is also compliant with the highest Payment Card Industry Data Standards. We receive enterprise-grade security managed by experts and do not have access to your card or payment information.

### 4. CHANGE OF PURPOSE

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

### 5. SHARING YOUR INFORMATION

5.1. You acknowledge that we may share your personal data with your consent or as necessary with selected third-party service providers that support us in the performance



of the activities set out in the table above. When you contact our customer services team through the online form at the 'About Us' page, or make a purchase, your information will be shared with our fulfilment provider, Wix, which stores your information with the highest-grade commercial security standards. Wix, as a third party, acts as a data processor to use your information strictly in accordance with the law to relay information to us, answer your queries and/or fulfil your order.

**5.2.** We may also share your personal data with other third parties. We may also need to share your personal data with a regulator or otherwise to comply with the law.

**5.3.** We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes in accordance with our instructions.

**5.4.** We have summarised below the main categories of third-party service providers that process personal data about you:

5.4.1. Wix, our website hosting and payment processing partner;

5.4.2. Miscellaneous suppliers, for product and customer support and fulfilment services;

5.4.3. Analytics and search engine providers. We use Google Analytics to collect standard internet log information and details of visitor behaviour patterns. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. This information is only available to us in anonymised form.

## **6. STORING YOUR INFORMATION**

**6.1.** The personal data that we hold about you will only be processed and stored within the European Economic Area.

**6.2.** We will only retain your personal data for as long as is necessary to fulfil the purposes we collected it for, including for the purposes of fulfilling your order and satisfying any

legal, accounting or reporting obligations. For example, we may need to retain some of your personal data for 6 years after you have made a purchase from us for legal reasons.

## 7. YOUR RIGHTS

7.1. You have the right under data protection laws to access information held about you, subject to certain conditions, and to request its rectification or deletion. In certain circumstances you also have the right to object to or restrict our processing of your personal data, and to request the transfer of your personal data to another party.

7.2. If you would like to access, update, or amend the information which we hold about you or would like us to stop using your personal data, please contact us using the details below.

## 8. MARKETING

8.1. We may send you emails from time to time with information which may be of interest to you about our business and products (such as information about the release of new or updated products, or about forthcoming promotions).

8.2. You have the right at any time to stop us from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, you can unsubscribe by emailing us using the contact details below.

## 9. CHANGES TO THIS PRIVACY POLICY

We keep our privacy policy under regular review and will post any updates on this webpage. This privacy policy was last updated in May 2024.

## 10. HOW TO CONTACT US AND COMPLAINTS

If you have any questions about this privacy policy or how we handle your personal data, or for any reason you are not happy with the way that we have handled your personal data, please contact us at [thepgdlbible@gmail.com](mailto:thepgdlbible@gmail.com). If you are still not happy after contacting us, you have the right to make a make a complaint to the Information Commissioner's Office.

