

## Privacy Policy

Burleigh Dodds Science Publishing Limited are committed to respecting and protecting your privacy. This document sets out how we collect and use personal data.

### What information we collect about you

We collect the following information:

- Name
- Address
- Email addresses
- Telephone numbers
- Social media ID's
- ORCID ID (authors)
- Biographies (authors and editors)

### Why we need your personal data

We require this information, in part or in full, to fulfil our obligations to our, editors, authors, customers, suppliers and other contacts engaged with our business.

We collect information about you to meet our obligations where a contract or agreement exists, to keep you updated on products and services in which you are engaged, or to keep you informed about products and services which we believe may be of interest to you.

We also need this data to ensure the performance of our legal and regulatory duties.

### How we use your personal data

We use data about you to fulfil our obligations where a contract or agreement exists and to provide and keep you updated on products and services for which you have engaged with us, or which we believe may be of interest to you.

### Who we share your personal data with

We will share your data with employees and trusted third parties as necessary to ensure the performance of a contract, customer order or other such obligation explicit or implied.

If you elect to connect with us on social media we may share your personal data from your social media account. This may include personal data that is part of your profile or your connection's profiles.

Your personal data may be transferred abroad where as part of our performance of our obligations to you, this requires your data to be held on servers internationally.

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We do not share your data with third parties other than specified above.

## How long we keep your data

In certain circumstances, regulatory requirements state we must keep your data for a defined period but, in principle, we keep your personal data no longer than is reasonably necessary to perform our duties to you in the capacity in which we interact.

You have the right to request deletion of your personal data. We will comply with this request unless regulatory restrictions deem otherwise.

## How to access your personal data

You have the right to request a copy of the information we hold about you. Please contact us by email at [info@bdspublishing.com](mailto:info@bdspublishing.com) or in writing to:

Burleigh Dodds Science Publishing Limited  
82 High Street  
Sawston  
Cambridge  
CB22 3HJ  
United Kingdom

We will endeavour to supply this information within 7 days but no longer than 30 days.

We have an obligation to ensure your data is accurate. Should you discover any inaccuracies please contact us to rectify them.

## Keeping in contact

We may send you information about our products and services which we deem to be of interest to you. You may choose to opt out of receiving these communications either by contacting us as indicated above or by 'unsubscribing' where a link in the communication provides that facility.

## Cookies

We use cookies to track visitor use of the website and to compile statistical reports on website activity to improve user experience.

You can set your browser not to accept cookies. However, it is important to be aware that, in a few cases some of our website features may not function as a result.

## Outward links

Our website contains links to other websites. This privacy policy only applies to [www.bdspublishing.com](http://www.bdspublishing.com). Therefore if you link out to another website you should note their privacy policies.

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**Contact us**

You have a right to lodge a complaint with the supervisory authority for data protection. In the UK this is: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Phone +44 (0) 303 123 1113 (local rate)

Please contact us if you have any questions about our privacy policy or information we hold about you as follows:

Burleigh Dodds Science Publishing Limited  
82 High Street  
Sawston  
Cambridge  
United Kingdom

Email: [info@bdspublishing.com](mailto:info@bdspublishing.com)

Telephone +44(0) 1223 839365



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