



**Gumnut Publishing Pty Ltd**

ABN: 71 617 251 680

## Privacy Policy

Version 1, Valid From: 11<sup>th</sup> November 2023

1. We value your privacy and your rights. We only collect, use, and store the personal information that we need. If you have any questions or seek further information about this policy, please contact us via the contact form or write to: Gumnut Publishing, PO Box 1017, Kuranda 4881, Queensland, Australia.
2. **Visitors:** You may access and browse this site and remain anonymous. We don't use cookies. We don't track.
3. **When information is collected:** We only collect, use, and store your personal information when you make a purchase, join The Club, and if you voluntarily write to us using the contact form or by direct mail.

The information we collect, including name, e-mail address, postal address, and voluntary communication from you, will be used for administration, processing and delivering your order, maintaining internal recordkeeping, and to make contact with you about your purchase or about products or notifications on things we feel you maybe interested in.

4. **Consent to use personal information:** By using this site to make a purchase or join The Club, you agree to give your consent for Gumnut Publishing to collect, use, and store your personal information. You may enter your name as 'anonymous', use a pseudonym or initials, if you'd prefer. We do not store payment information on our site and never will.
5. **Collection of personal information by third parties:** We use third parties to process payments, and also to watermark protection onto eBooks to personalize and prevent piracy, to post an order to you, and to provide you with communication and marketing e-mails. These third parties will collect your personal information to enable these processes and others to occur.

You are strongly encouraged to visit these third parties' websites, as listed below, to read and familiarise yourself with their privacy policy and find out how they will collect, use, and store your personal information, prior to you using this site to make a purchase. If you do not feel comfortable with using the third party, do not make a purchase on this site.

- WooCommerce – America - (payment)
- Stripe – America – (payment)
- Lemon Ink – EU – Poland – (waterstamp protection on eBook)
- Mailchimp – (communications and marketing)
- Australia Post (post order)

6. **Use and disclosure of personal information:** We will only use and disclose your personal information for the purposes in which it was collected and will retain and store only for as long as necessary, including any time period as required by law.
7. **Release of personal information:** We will release your personal information to a third party to process a payment, watermark protection onto an e-Book to personalize and prevent piracy, to post your order to you, for communication and marketing e-mails, also when allowed to by law, or when directly connected to the purpose for which the information was collected.

Your personal information will never be sold to a third party.

8. **Accessing, editing, or deleting personal information:** You may ask to see, correct, alter, or delete your personal information held by us by writing to us via the contact page or by direct mail at the address provided in Clause 1 of this Policy.
9. **Opting out/unsubscribe electronic communications:** If you no longer wish to receive marketing communication emails from us, please select the opt-out/unsubscribe function at the base of the email sent to you, or write to us via the contact page or by direct mail at the address provided in Clause 1 of this Policy. We respect your rights to opt out, and will promptly action all requests.
10. **Collection of Statistics:** We automatically collect statistics of users to this site to improve the site and monitor traffic. This information never identifies individual users and does not result in any personal information being collected.
11. **Security:** The security of your personal information is important. We take all reasonable steps to prevent unauthorised access of your personal data, maintain data accuracy, and ensure appropriate use. Your financial information is never retained or stored on this site.

We strongly encourage you to be fully informed about the security of your personal information by any third parties we use, so please refer to the relevant third party's privacy policy, **before** making a purchase on this site.

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We all know that the internet can be inherently insecure. We are not responsible and cannot be held liable for any damage, financial or otherwise, from interception or 'hacking' of your personal information by an unauthorised third party. Please do not provide or process either your personal or financial information through this site, if

you are concerned in any way. Instead, we strongly encourage you to communicate with us directly by using the direct mail postal address listed in Clause 1 of this Policy.

12. **Links to external websites:** This site contains links to external websites to process payments and to watermark protection onto e-Books to personalize and prevent piracy, and for communication and marketing purposes. This policy only covers the personal information collected and processed by Gumnut Publishing. For further details about the personal information any third party collects, uses, retains and stores, please refer to the relevant third party's privacy policy and Clauses 5 and 11 of this policy.
13. **Changes to Privacy Policy:** From time to time, we may change, modify, or alter this Policy, with or without providing you with notice. Changes to this Policy will be effective immediately and accessible to you on this site. Every time you visit this site, please check for changes to this Policy and understand that you will be bound to the most current version.
14. **Further information:** If wish to make a complaint about our policy or about a privacy breach, or you seek further information or clarification about this policy, please write to us via the contact form or by direct mail at the address listed in Clause 1 of this Policy.