

## Castle Town Press Privacy Policy

Your information is strictly used for internal Castle Town Press purposes to process your orders. We need to collect basic login data (e.g. email address, password, company name) when you register or place an order with us. This information is used to identify our customers and to send order confirmations. We collect delivery and billing information (i.e.. invoice & delivery addresses, phone numbers etc) at the Checkout page in order to process your order and to contact you should there be a problem with your order.

When an order is placed via credit card, payments are taken at the time the order is placed; no card information is stored.

Castle Town Press value our customers' privacy and understands that you don't want your name and personal details sold or given to third parties. Castle Town Press will not sell, give, trade or rent in any way or form your information to a third party.

We will only provide your information to a third party, who will also keep your personal details protected, when it is necessary for processing your order and facilitating external deliveries.

By using our website, you consent to the collection and use of this information. Should we decide to change our privacy policy in any way, we will notify such changes on this page so that you are aware of the information we collect, what we use it for, and the circumstances under which we would disclose it.