

# Privacy policy (updated on 25/05/2018)

## **Definitions:**

Term 'Website' used in text below refers to 'www.lafoliapublications.com'.

## **Why we might request your personal information.**

We request your name and email address to be able to contact you (for example as a response to you using our Contact Form.

We request your full name, email address, postal address, and bank details/credit card details when processing payments for our products/services.

## **Who has access to your data.**

The owner of the website and the webmaster both have access to the data collected via the website. Hosting provider has access to the data related to the server hosting.

## **When will we try to contact you.**

We will only contact you to fulfil our service to you. We will not contact you with any marketing materials.

## **Information you may provide to us:**

- Name
- Email address
- Information related to payment for our services/products such as full name, bank details (account name, account number and BSB), credit card details (full name, credit card number, expiry date and security code), log into your PayPal account and address (only for shipping).

## **How long and why we store your data.**

We only store data for the duration and purpose of fulfilling our services to you. We do not do business in selling or marketing user personal data and we do not share your data with any third parties. We will only share your data if requested by law authorities.

After the service is fulfilled data is deleted within 60 days, unless otherwise required by law.

## **Right to Access.**

You have the right to be informed about the data we might request, and to access, change, modify your data, to ensure its accuracy.

## **Data sharing**

We will only share information about our invoices with Australian Taxation Office, or if requested by law authorities.

## **Right to Erasure.**

You have the right to have your data deleted from our website unless forbidden by law.

## **Right to Object.**

You have the right to object any processing of your personal data via our website.



**Portability.**

You have the right to transfer your personal information to another party.

**Children.**

This website is not directed to persons under 18. We do not collect or process any data related to children under 18. We request the users to be of a legal age. Please inform us if you are aware that a child under 18 has provided us with personal data so we can remove it from our service.

**Data security**

We do not process payments on this website. All security issues related to data entered during the payment process is handled by relevant organizations processing those payments (such as your bank and PayPal – including credit cards).

At all times we make all efforts to keep data on the website secure.

**Data breach.**

If your data is compromised, you will be notified about it.

**Cookies**

We use only cookies related to the website functionality but not related to your personal information. YouTube videos linked to the website may use cookies. Please visit YouTube website to read their Privacy Policy.

**Analytics**

We do not use Google Analytics however the analytics data is provided via our hosting provider CrazyDomains. You can see their privacy policy here:

<https://www.crazydomains.com.au/privacy/terms-privacy-policy/>

Some metadata such as clicks on various items and visits to the website is stored in our server logs. If you click on YouTube videos, the number of views may be logged by YouTube website. Please visit their website for more details on their Privacy Policy: <https://policies.google.com/privacy?hl=en>

**Notification of changes.**

We reserve the right to modify this document, so please review it often when visiting our website.

**Contact info.**

Any questions, requests or complaints related to our Privacy Policy - as delineated above - should be directed to:

wwbooksprivacy@outlook.com