# **Gallaudet University Press Privacy Policy**

Protecting your privacy is our priority. This Statement of Privacy applies to Gallaudet University Press and governs data collection and usage. By using the Gallaudet University Press website, you consent to the data practices described below.

#### **Collection of Personal Information**

When you purchase Gallaudet University Press products and services, we collect the following information as part of the purchase transaction:

- First and last name
- Mailing address
- Email address
- Phone number

You will be directed to a secure payment site in order to complete your transaction. This site will ask for credit card information, as well as the information listed above.

We do not collect any personal information about you unless you voluntarily provide it to us. However, you may be required to provide certain personal information to us when you elect to use certain products or services available on the website. This may include (a) registering for an account on our website; (b) submitting your credit card or other payment information when ordering or purchasing products on our website; (c) subscribing to our mailing lists.

If you use our online shopping cart to submit an order for a book or other product, we will set a cookie in your web browser that stores the contents of your shopping cart. After the order is submitted, we delete the cookie. If you do not submit the order, the cookie will be deleted when you close your browser.

We may also collect information about the way you engage with our website and other services. This usage data includes information about the device, browser, operating system, and mobile platform used, as well as pages viewed and your location. The usage data we collect will be analyzed in order to improve our products and services.

### **Use of Personal Information**

We will use your information for, but not limited to, communicating with you in relation to services and/or products you have requested from us. If you submit your email address or telephone number to us in the course of ordering a book from us, we may use the email address or telephone number to contact you about your order.

Unless you instruct us otherwise when you submit an order to us, we will add your name, mailing address, and email address (but not your telephone number) to our mailing lists. If you have purchased a book from us, we may occasionally send you email announcing book sales and special offers. Such email promotions are infrequent. We will not share your email address with any other publisher or business. You may unsubscribe at any time.

## **Sharing of Personal Information**

We will share your personal information with third-party vendors when necessary to fulfill an order or request. The third-party vendors include, but are not limited to, our distributors, printers, and email service providers.

Each of these third-party vendors has their own privacy policy. Gallaudet University Press will not be responsible for the use of personal information collected by others, including these third parties.

## **Updating Your Personal Information**

You may request to review the personal information you have submitted to us. You may request that updates be made to your personal information, and you may request that we delete the personal information you previously submitted. You may make these requests using the contact information below.

#### **Contact Us**

Gallaudet University Press 800 Florida Ave NE Washington, DC 20002

Email: gupress@gallaudet.edu