

## Privacy Policy

Written by Administrator

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We are committed to preserving the privacy of all visitors to our website. If you are interested to understand how we use and protect the information that you provide to us, please read on. **Information that we collect from you**

When you visit, register or order products or services on any FCS journal website you may be asked to provide certain information about yourself including your name, contact details and credit or debit card information. We may also collect information about your usage of our website as well as information about you from messages you post to the website and e-mail or letters you send to us. **Use of your information**

Your information will enable us to provide you with access to all parts of our website and to supply the services you have requested. It will also enable us to bill you and to contact you where necessary concerning your orders. We will also use and analyse the information we collect so that we can administer, support, improve and develop our business. In particular, we may use your information to contact you for your views on our services and to notify you occasionally about important changes or developments to the website or our services. Further, where you have consented, we might also use your information to let you know by email or post about other products and services which we offer which may be of interest to you. If you change your mind about being contacted in the future, please let us know and we'll make sure you're not contacted for these purposes again. **Disclosure of your information**

The information you provide to us is never shared with any third party. Unless required to do so by law, we will not otherwise share or distribute any of the information you provide to us (including your email and postal address) to organizations or federal govt. without your consent.

### **Security and Data Retention**

We employ security measures to protect your information from access by unauthorized persons and against unlawful processing, accidental loss, destruction and damage. We will retain your information for a reasonable period or as long as the law requires. **Changes to our Privacy Policy**

Any changes to our privacy policy in the future will be posted to the website and, where appropriate, through e-mail notification.