

International Laurence Sterne Foundation Privacy policy

(June 2018)

The International Laurence Sterne Foundation (ILSF) is concerned about privacy and guards your data closely. We value our relationship with you and recognize the importance of protecting the privacy of your personal information. The information we have about our customers is protected and secure, and we work diligently to ensure that preferences regarding the use of your information are honoured.

This privacy policy sets out how The International Laurence Sterne Foundation uses and protects any information that you give when you use this website.

The International Laurence Sterne Foundation is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

The International Laurence Sterne Foundation may make changes to this policy by updating this page. You should check this page occasionally to ensure that you are happy with any changes.

What we collect

We may collect the following information:

- Contact information including e-mail address, postal address and telephone number.
- Name and/or affiliation.

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our products and services.
- To send out information relating to ILSF Membership, ordering *The Shandean*, and any other information on Laurence Sterne which we think you may find interesting using the e-mail address which you have provided.
- We may use the information to customise the website according to your interests.
- We may use the information to contact you regarding new products or services.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Links to other websites

Our website may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- Please e-mail or write us if you want to subscribe / unsubscribe to our mailing list (see below: *Contact us*).
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by e-mailing or writing us (see below: *Contact us*).
- We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

Details of personal information which we hold about you refer to the Dutch *Algemene verordening gegevensbescherming 2018*.

If you believe that any information we are holding on you is incorrect or incomplete, please e-mail or write us as soon as possible (see below: *Contact us*). We will promptly correct any information found to be incorrect.

Financial information

We use PayPal to process your card payments securely over industry standard SSL encryption. We never store your credit card details, nor can we ever view your credit card details.

Registration

The International Laurence Sterne Foundation is registered in The Netherlands as a 'Stichting', Kamer van Koophandel (KvK) 59379235.

Contact us

If you require more information please:

- contact us by e-mail at:
theshandean@xs4all.nl
or
theshandean@fastmail.fm
- or write to us at:
The International Laurence Sterne Foundation / The Shandean
Stadhouderslaan 72
3583 JL Utrecht
The Netherlands