

Privacy Policy

Your privacy is important to The Book Shepherd, Judith Briles book and publishing consulting company. This privacy statement provides information about the personal information that The Book Shepherd collects, and the ways in which The Book Shepherd uses that personal information. This supplements other policies of The Book Shepherd.

Personal information collection

The Book Shepherd only collects your email address when you sign up for an email course, a webinar, a giveaway, or to receive future blog posts via email.

On The Book Shepherd website, we offer books and online courses for sale (and refer buyers to online providers; offer live events throughout the year; webinars that we may get an affiliate fee for. PayPal and GoToWebinar provides The Book Shepherd with those email addresses, but doesn't collect them, meaning The Book Shepherd doesn't add them to its email lists. The Book Shepherd only uses them to communicate with you provided you contact The Book Shepherd first about a problem downloading any item or the non-receipt.

Your email address will be stored privately on The Book Shepherd's email program until you remove it via unsubscribing or until The Book Shepherd ceases to exist.

Using personal information

The Book Shepherd may use your personal information to:

- Send to you any products that you purchase;
- Supply to you the services that you purchase;
- Send you confirmation of any services that you purchase;
- Send you confirmation and follow-up to an events you purchase;
- Send to you statements and invoices;
- Collect payments from you; and
- Send you marketing and update communications.

The Book Shepherd will never disclose your personal information or email address with any agents or sub-contractors. Your email address is highly confidential and The Book Shepherd will honor your privacy in this manner.

Securing your data

The Book Shepherd will take reasonable technical and organizational precautions to prevent the loss, misuse or alteration of your personal information.

The Book Shepherd will store all the personal information you provide on its secure servers.

Information relating to electronic transactions entered into via this website will be protected by encryption technology.

The Book Shepherd has qualified for an SSL Certificate. Although The Book Shepherd does use PayPal for secure transactions, its website also has an SSL Certificate. What is an SSL Certificate? They are small data files that digitally bind a [cryptographic key](#) to an organization's details. When installed on a web server, it activates the padlock and the https protocol and allows secure connections from a web server to a browser. Typically, [SSL](#) is used to secure credit card transactions, data transfer and logins, and more recently is becoming the norm when securing browsing of social media sites. Many visitors feel more secure when sharing information when a inputting private information.

Legal Basis

The Book Shepherd complies with the requirements of the GDPR.

Updating this statement

The Book Shepherd may update this privacy policy by posting a new version on its website.

Check this page occasionally to ensure you are familiar with any changes.

Other websites

This website contains links to other websites. The Book Shepherd is not responsible for the privacy policies or practices of any third party.

Contact The Book Shepherd

Once you are added to The Book Shepherd email list, you will receive a confirmation email. This is known as a double opt-in system. Once you agree, The Book Shepherd can send you promotional information about its books, events or services. All

of The Book Shepherd emails contain an Unsubscribe link, which you may use to stop receiving information from The Book Shepherd.

If you have any questions about this privacy policy or The Book Shepherd's treatment of your personal information, please write:

- by email to Judith at Briles [dot] com OR Judith [at] TheBookShepherd [dot] com; or
- by phone at 303 [hyphen] 885 [hyphen] 2207; or
- by mail to 8122 S Quatar Circle, Aurora, CO 80122