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Privacy Policy: Additional Information and Policies for Authors

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BDA Books, an independent micro-publisher, is dedicated to producing and independently publishing high-quality books by independent authors. Our commitment lies in bringing unique and diverse stories to the literary world, setting us apart in the publishing industry.

At BDA Books, we are committed to protecting the privacy of the personal information provided by authors who submit their work to us.

This Privacy Policy, to be read in conjunction with the primary [Privacy Policy](#) outlined on our website, outlines how we collect, use, and safeguard your personal information. By submitting your work to us, or requesting services from us, you agree to the terms of this policy.

Information Collection

We may collect the following additional personal information from authors during the submission and editorial process or during the request for services:

- Name, contact information, and professional details (e.g., email address, phone number, mailing address, biography).
- Manuscript or work submitted for consideration for publishing or for the provision of services.
- Payment details (e.g., bank account details, PayPal account details, credit card) if the author is offered a contract for publication of the manuscript or work submitted.
- Name, contact information, and professional details of the author's agent.

- Name, contact information, and professional details of the author's lawyer.
- Any additional information voluntarily provided by the author.

Use of Information

We use the information collected for the following purposes:

- To evaluate and review the work submitted for potential publication.
- To communicate with authors regarding the submission process, updates, and feedback.
- To maintain records of works submitted and details of the author.
- To provide services to the author.
- To comply with legal obligations and protect Our rights.

Information Sharing

As an author submitting to Us as a publisher, or as a service provider, access to your personal details will be limited to authorised individuals who have a legitimate need to access that information.

We may share your personal information with the following parties, strictly on a need-to-know basis:

- **Editorial Team:** Our editorial team, including editors and reviewers, may have access to your personal details for the purpose of evaluating and reviewing your submitted work.
- **Administrative Staff:** Our administrative staff, such as submission coordinators or administrative assistants, may have access to your personal details to facilitate the submission process and handle administrative tasks.
- **Legal and Compliance Team:** In certain circumstances, our legal and compliance personnel may have access to your personal details to ensure compliance with applicable laws and regulations. (e.g., for contract terms and conditions).
- **Legal and regulatory authorities:** if required by law or to protect our rights.

It's important to note that access to your personal details is limited to what is necessary for the specific purpose of evaluating your submission and

communicating with you. We have measures in place to protect the confidentiality and security of your personal information and do not share it with third parties without your consent, except as required by law or for specific purposes outlined in our privacy policies.

Data Security

We take reasonable measures to protect the security and integrity of your personal information. However, please note that no data transmission over the Internet or electronic storage method is 100% secure, and we cannot guarantee the absolute security of your information.

Retention of Information

We will retain your personal information for as long as necessary to fulfil the purposes outlined in this Privacy Policy (in conjunction with the primary Privacy Policy outlined on our website) or as required by law.

If your submission is not accepted, or we are unable to provide the services requested, we may retain your information for a reasonable period for future reference.

Third-Party Links

Our website may contain links to third-party websites or services. We are not responsible for the privacy practices or content of these third-party sites. We encourage you to review their privacy policies before providing any personal information.

Consent and Changes to the Privacy Policy

By submitting your work to us, you consent to the collection and use of your personal information as outlined in this Privacy Policy.

We reserve the right to modify or update this policy at any time. Any changes will be effective upon posting the revised policy on our website.

Contact Us

If you have any questions, concerns, or requests regarding this Privacy Policy or the handling of your personal information, You can contact us:

- By email: webmaster@bdabooks.com.au
- By email: acquisitionseditor@bdabooks.com.au
- By visiting this page on our website:
<https://bdabooks.com.au/Contact.html>
- By mail: PO Box 988 Glebe NSW 2037

By submitting your work to us, you acknowledge that you have read and understood this Policy and agree to its terms.