

The Oxford Muse is committed to protecting and respecting your privacy. This policy sets out the basis on which your personal data will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how it will be treated by us.

For the purpose of the Data Protection Act 1998 ("the Act") the data controller is Prof Theodore Zeldin, CBE, Tumbledown House, Cumnor, Oxford OX2 9QE.

Information we may collect from you

We may collect and process the following data about you:

- Information that you provide by filling in forms on our site. This includes information provided at the time of registration or at the time of posting material or requesting further services. We may also ask you for information when you report a problem with our site.
- If you contact us, we may keep a record of that correspondence.
- Details of transactions you carry out through our site and of the fulfilment of your orders.
- Details of your visits to our site and the resources that you access.

IP Addresses and Cookies

We may collect information about your computer including where available your IP address, operating system and browser type for system administration. This is data about our users' browsing actions and patterns and does not identify any individual.

For the same reason we may obtain information about your general Internet usage by using a cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better and more personalised service. They enable us:

- to estimate our audience size and usage pattern;
- to store information about your preferences and so allow us to customise our site according to your individual interests;
- to speed up your searches;
- to recognise you when you return to our site.

You may refuse to accept cookies by activating the setting on your browser, which allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access certain parts of our web site.

Where we store your personal data

The data that we collect from you may be transferred to and stored at a destination outside the European Economic Area. By submitting your personal data you agree to this transfer. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.

Unfortunately, the transmission of information via the Internet is not completely secure. So, whilst we will do our best to protect your personal data, we cannot ensure the security of your data transmitted to our site. Any transmission is at your own risk. Once we have received your information we will use strict procedures and security features to prevent unauthorised access.

Uses made of the information

We use information held about you in the following ways:

- to ensure that content from our web site is presented in the most effective manner for you and for your computer
- to provide you with information, products or services that you request from us or which we feel may interest you;

- to allow you to participate in interactive features of our service where you choose to do so;
- to notify you about changes to our service.

Your rights

You have the right to request us not to disclose any of your personal data or information or to pass information to third parties. We will usually inform you before collecting your data, if we intend to disclose your information to any third party and you can exercise that right by checking certain boxes on the forms we use to collect your data.

You can also notify us by contacting us at Tumbledown House, Cumnor, Oxford OX2 9QE or by emailing info@oxfordmuse.com

Our site may contain links to and from our partners' and affiliates' websites. If you follow a link to their sites, please note that these sites have their own privacy policy and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these sites.

Access to information

The Act gives you various rights including the right to access information held about you. Your right to access can be exercised in accordance with the Act.

Questions about this privacy policy can be addressed to info@oxfordmuse.com

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