



Date: 1st Sept 2024

# Privacy Policy

## Introduction

Welcome to The Paper Lines ("we," "us," "our"). We are committed to protecting your privacy and ensuring that your personal information is handled in a safe and responsible manner. This Privacy Policy outlines how we collect, use, and protect your personal information when you visit our website and use our services.

## Information We Collect

**Personal Information:** When you interact with us, we may collect personal information that you provide voluntarily, including but not limited to your name, email address, phone number, and payment information.

**Manuscripts and Creative Content:** We collect and process manuscripts, stories, and other content that you submit to us for publishing.

**Photographs and Illustrations:** We may collect photographs and other visual media that you provide for caricatures and illustrations related to your personal story.

**Usage Data:** We may collect information about your interactions with our website, such as IP addresses, browser types, and pages visited.

## How We Use Your Information

We use your personal information for the following purposes:

**Publishing Services:** To process and manage your manuscript submissions, illustrations, and any other services related to book publishing.

**Communication:** To communicate with you regarding your book project, respond to inquiries, and provide updates on our services.

**Billing and Transactions:** To process payments and manage transactions related to your publishing services.

**Marketing:** To send you promotional materials, newsletters, or other information about our services, if you have opted to receive them.

## How We Share Your Information

We may share your information with:

**Service Providers:** Third-party vendors who assist us in providing our services, such as payment processors and printing companies.

Legal Requirements: To comply with legal obligations, respond to legal requests, or protect our rights and the rights of others.

### **Data Security**

We implement reasonable security measures to protect your personal information from unauthorized access, use, or disclosure. However, no method of transmission over the Internet or electronic storage is 100% secure, so we cannot guarantee absolute security.

### **Your Rights**

You have the right to:

Access and Update: Access and update your personal information.

Opt-Out: Opt-out of receiving marketing communications from us.

Request Deletion: Request the deletion of your personal information, subject to any legal or contractual obligations we may have.

### **Cookies and Tracking Technologies**

Our website may use cookies and other tracking technologies to enhance your experience and analyze website usage. You can manage your cookie preferences through your browser settings.

### **Changes to This Privacy Policy**

We may update this Privacy Policy from time to time. Any changes will be posted on this page with an updated effective date. We encourage you to review this policy periodically.

### **Contact Us**

If you have any questions or concerns about this Privacy Policy or our data practices, please contact us at: [support@thepaperlines.com](mailto:support@thepaperlines.com)

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