

Data processor	Whose data?	Who are they?	How is personal information collected?	How is personal information stored?	How do they use the personal information/where do they send it?
Atypon	Journals and e-library customers; website sign ups; authors	Online journals platform host.	Registration form on the website; sign up forms on the website; manually added by LUP or Atypon staff	All personal information is stored on their secure servers.	Personal information belonging to customers is available to LUP staff in a series of reports; Atypon do send personal data to a select number of third parties.
Barclays	Authors; Journal, book and e-library customers	Banking software	Manual entry by LUP staff	All personal information is stored on their secure servers.	Personal information is available to LUP staff in a series of reports; Payments are taken for subscriptions and purchases; Payments are made to authors for royalties and customers for refunds; We do not send this information to third parties.
Bibliocloud	Authors; reviewers; editors; contributors	Data storage system	Manual entry by LUP staff	All personal information is stored on their secure servers.	Core details relevant to a publication such as name and affiliation are sent from Bibliocloud to our Shopify website and via ONIX feeds to several third parties for print books and ebooks (please see the Index of Data Processors for further details)
Kudos	Authors	Promotional platform to promote dissemination of an author's work	They receive a data feed from Atypon	All personal information is stored on their secure servers.	Authors are contacted and asked to 'claim' their work on the platform and

					promote it via social media.
Mail Chimp	Journal, book and e-library customers; authors; website sign ups; editors; editorial boards	Email marketing software	Sign up forms via our websites; annual update of customer data from Turpin with marketing opt in.	On a secure server in lists that self-clean when contacts opt out of communication.	For email marketing campaigns relevant to their specified subject areas; in Excel reports.
Oxford University Press (OUP)	Print book and ebook customers	Books customer service and distribution in North, South and Latin America.	Orders for products are made directly from OUP by individuals via phone, post, email and website. Orders via wholesalers.	All orders are stored securely on their servers.	No personal data is shared with third parties.
SagePay	Authors; Journals, books and e-library customers	Accounting software	Manual entry by LUP staff	All personal information is stored on their secure servers.	Personal information is available to LUP staff in a series of reports; No personal data is shared with third parties.
Shopify	Print and ebook customers; website sign ups; authors	LUP corporate website – sells print books and ebooks directly.	Sign up forms; shopping cart;	All personal information is stored on our secure server.	Authors' personal information feeds from bibliographic data base Bibliocloud automatically to the Shopify site; Customer personal information is available to LUP staff via a series of reports
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					email, post and telephone.
University of Liverpool	LUP staff	Employer	Supplied by LUP	All details are stored securely on their servers.	Staff members are contacted by the University in regards to their employment by email, post and telephone.
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Please see Index of Data Processors for full details	Journals customers	Agents process journal subscriptions on our behalf – includes EBSCO, LM Info and Harrosowitz.	Institutions and organisations place orders with agents by post, email, telephone, in person and through their websites.	The personal information is stored securely on the agents' servers.	The orders are sent to Turpin in an Excel document via an FTP site, by email or by post.
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		relating to new titles from LUP.			
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Index of Data Processors

Below is a list of the data processors who, on LUP's behalf, collect the majority of personal information we store and use. If you purchased a book or subscribed to a journal through a different data processor and would like to contact them, please email our Data Protection Officer (j.collinson@liverpool.ac.uk) for details.

You can contact the below data processors to query how they collect, store and use your personal data.

- Atypon, Corporate Headquarters, 5201 Great America Parkway Suite 510, Santa Clara CA 95054, USA <https://www.atypon.com/>
- Bibliocloud, General Products Ltd, 112 High Street, Thame, OXON, OX9 3DZ, UK <https://www.bibliocloud.com/>
- Mail Chimp, The Rocket Science Group, LLC, 675 Ponce de Leon Ave NE, Suite 5000, Atlanta, GA 30308 USA <https://mailchimp.com/about/>
- Oxford University Press, 198 Madison Ave # 8, New York, NY 10016, USA <https://global.oup.com/academic/?lang=en&cc=us>
- Shopify, 150 Elgin Street, 8th Floor, Ottawa, ON, Canada, K2P 1L4 <https://www.shopify.co.uk/about>
- Turpin Distribution, Stratton Business Park, Pegasus Dr, Biggleswade SG18 8TQ <http://www.turpin-distribution.com/turpinweb/content/home.aspx>

Agents

- CEPIEC (China Educational Publications Import & Export Corporation Ltd.), No.130 Liang Jia Dian, Haidian dist., Beijing 100142, China <http://www.ejchinese.com/index/eindex.html>
- China National Publications, 4, 55 Park Royal Rd, London NW10 7LR <http://www.cnpiec.com.cn/h/en/ComJianJie1/>
- Ebsco International Inc, 10 Estes Street Ipswich, MA 01938, USA <https://www.ebsco.com/>
- Erasmus Boekhandel Bv, Veemarkt 207, 1019 CJ Amsterdam, Netherlands <https://www.erasmusbooks.nl/main/public/About.aspx>
- Ex Libris, 5th Floor, 3 Dorset Rise, London, EC4Y 8EN, United Kingdom <https://www.exlibrisgroup.com/>
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- Maruzen Yushodo Company Ltd, 1-9-18, Kaigan, Minato-ku, Tokyo 105-0022, Japan <https://yushodo.maruzen.co.jp/corp/en/aboutus/index.html>
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- W T Cox Subscriptions Inc, 201 Village Road, Shallotte, NC 28470 <http://www.wtcox.com/>

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- Erasmus Boekhandel Bv, Veemarkt 207, 1019 CJ Amsterdam, Netherlands <http://www.erasmusbooks.nl/>
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- Lehmanns Media GmbH, Luisenstraße 9, 10117 Berlin, Germany <https://www.lehmanns.de/buchhandlung/130-berlin>
- Missing Link Versandbuchhandlung, Westerstr. 114-116 D-28199 Bremen, Germany <http://www.missing-link.de/index.html>
- News From Nowhere, 96 Bold Street, Liverpool L1 4HY, UK <http://www.newsfromnowhere.org.uk/index.php>
- Proquest Information & Learning, The Quorum, Barnwell Dr, Cambridge CB5 8SW, UK <http://www.proquest.com/>
- Starkmann Limited, 6 Broadley St, Marylebone, London NW8 8AE, UK <http://www.starkmann.com/>
- The Book Depository Ltd, INDUSTRIAL ESTATE, Goodridge Ave, Gloucester GL2 5EB, UK <https://www.bookdepository.com/>
- W & G Foyle Limited, Southbank Centre, Royal Festival Hall., Belvedere Rd, London SE1 8XX, UK <http://www.foyles.co.uk/>
- Waterstones Booksellers Ltd, Waterstones Book Hub, UTL, Fifth Avenue, Centrum One Hundred, Burton on Trent, DE14 2UZ, UK <https://www.waterstones.com/>

North America

- Amazon (USA), 410 Terry Ave. North, Seattle, WA, 98109-5210, USA <https://www.amazon.com/gp/help/customer/contact-us>
- Baker & Taylor Inc., 2550 W Tyvola Rd #300, Charlotte, NC 28217, USA <http://www.btol.com/>
- Barnes & Noble Inc, PO Box 111, Lyndhurst, NJ 07071, USA <http://www.barnesandnobleinc.com/>
- Books-A-Million, 402 Industrial Ln, Birmingham, AL 35211, USA <http://www.booksamillion.com/>
- Brodart Books & Library Services, 500 Arch Street, Williamsport, PA 17701 USA <http://www.brodartbooks.com/>
- Follett's Library, 3 Westbrook Corporate Center, Suite 200, Westchester, IL 60154, USA <https://www.follett.com/>
- GOBI Library Solutions, 999 Maple St Contoocook, NH 03229 USA <https://gobi.ebsco.com/>
- Ingram Content Group, 14 Ingram Blvd, La Vergne, TN 37086, USA <https://www.ingramcontent.com/>
- Midwest Library Service, 11443 St. Charles Rock Road Bridgeton, MO 63044-2789, USA <https://www.midwestls.com/ContactMidwest/Directions>

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- CNPIEC, 16 Gongti East Road, Beijing, China <http://group.cnpeak.com/h/en/ComJianJie1/>
- Ebooks.com, 27 Railway Rd, Subiaco WA 6008, Australia <https://www.ebooks.com/>
- iGroup Asia Pacific Ltd., Gajah Mada Tower, Lantai 18 #06, Jalan Gajah Mada No. 19-26, Jakarta 10130, Indonesia <http://www.igroupnet.com/>
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