MANUSCRIPTI
Historical documents accessible to all.

Privacy Policy

Last updated: 16 September 2026

1. Who we are

This website, manuscripti.net, is operated by Manuscripti Ltd ("we", "us" or "our").
If you have any questions about this Privacy Policy or how we handle your personal information, please contact us at:
Email: sales@manuscripti.net

2. What information we collect

We collect personal information that you choose to provide when you contact us through our website.
This may include:

- Your name
- Your email address
- Your telephone number
- Any other information you choose to include in your enquiry

We do not currently provide user accounts or take payments through this website.

3. How we use your information

We use the information you provide to:

- Respond to your enquiry;
- Contact you about the products or services you have asked about;
- Understand your requirements and provide relevant information;
- Communicate with you about a potential business relationship; and
- Keep an appropriate record of enquiries and communications.

We will not use your information for unrelated purposes.

4. Our lawful basis for using your information

We process information submitted through our contact form because it is necessary for our legitimate interests in responding to enquiries, communicating with prospective customers and developing our business.
Where you contact us about potentially entering into a contract or business relationship, we may also process your information where this is necessary to take steps at your request before entering into a contract.
We will only process your personal information where we have a lawful basis to do so.

5. Who we share your information with

Information submitted through our contact form is sent to a designated Manuscripti Ltd work email account.
Our email services are provided through Microsoft 365, operated by Microsoft.
We may also use service providers involved in hosting and operating our website where this is necessary to provide the website and contact form.
We do not sell your personal information.
We may disclose personal information where required by law or where reasonably necessary to protect our legal rights or interests.

6. How long we keep your information

We will keep your personal information only for as long as it is reasonably necessary for the purposes for which it was collected.
For general enquiries, we intend to retain your information for up to 12 months after our last meaningful contact with you.
If your enquiry develops into an ongoing business relationship, we may retain relevant information for longer where this is necessary for that relationship or to meet legal, accounting or other regulatory requirements.
We will periodically review the information we hold and securely delete information that we no longer need.

7. Cookies and similar technologies

Our website may use cookies or similar technologies that are necessary for the operation, security and basic functionality of the website.
We do not currently use Google Analytics or similar analytics services to analyse how visitors use our website, and we do not use personal information collected through the contact form for behavioural advertising.
Where non-essential cookies or similar technologies are used, we will provide appropriate information and obtain consent where required by applicable law.

8. How we protect your information

We take reasonable technical and organisational measures to protect your personal information against accidental loss, unauthorised access, alteration or disclosure.
However, no transmission of information over the internet or electronic storage system can be guaranteed to be completely secure.

9. Automated decision-making

We do not currently use your personal information for automated decision-making, including profiling, that produces legal effects or similarly significant effects on you.
Any decisions relating to enquiries or potential business relationships are made by people rather than solely by automated systems.

10. Your data protection rights

Under UK data protection law, you may have rights in relation to your personal information, including the right to:

- Request access to the personal information we hold about you;
- Ask us to correct inaccurate or incomplete information;
- Ask us to delete your personal information in certain circumstances;
- Ask us to restrict how we process your personal information in certain circumstances;
- Object to certain processing of your personal information; and
- Request the transfer of your personal information to another organisation in certain circumstances.

If you wish to exercise any of these rights, please contact us at sales@manuscripti.net.
You also have the right to complain to the Information Commissioner's Office (ICO) if you are concerned about how we have handled your personal information.
Further information about making a complaint is available from the ICO at ico.org.uk.

11. Changes to this Privacy Policy

We may update this Privacy Policy from time to time to reflect changes to our website, services, how we process personal information, or applicable legal requirements.
The latest version will always be published on this page, together with the date it was last updated.

12. Contact us

If you have any questions about this Privacy Policy or how Manuscripti Ltd handles your personal information, please contact:
Manuscripti Ltd
Email: sales@manuscripti.net