

# Privacy Policy

This Privacy Policy describes how your personal information is collected, used, and shared when you visit or purchase your wedding stationery from Ellis Tate.

## 1 \ PERSONAL INFORMATION

When you make a purchase or request a quote, I collect certain information from you, which may include your name, billing address, shipping address, geographic location, IP address, payment information, email address, wedding information and telephone number.

My services are not directed to persons under 18 and we do not knowingly collect Personal Data from anyone under 18. If I become aware that a child under 18 has provided me with Personal Data, I will delete that information as quickly as possible. If you are the parent or guardian of a child and you believe they have provided me with Personal Data without your consent, then please contact me.

## 2 \ HOW IS PERSONAL INFORMATION USED?

I use the Personal Information I collect to deliver my services to you, including: communicating with you, providing technical support, notifying you of updates and offers, sharing useful content, measuring customer satisfaction, diagnosing problems and providing you with a personalised experience.

## 3 \ SHARING YOUR PERSONAL INFORMATION

I DO NOT sell or give your personal details to any third-party company for profit or for advertising.

I will share necessary Personal Information with third parties who help me to process your order. i.e. delivery companies.

Finally, I may also share your Personal Information to comply with applicable laws and regulations, to respond to a subpoena, search warrant or other lawful request for information I receive, or to otherwise protect my rights.

## 4 \ YOUR RIGHTS

If you are a European resident, you have the right to access personal information I hold about you and to ask that your personal information be corrected, updated, or deleted. If you would like to exercise this right, please contact me.

## 5 \ DATA RETENTION

When you place an order with Ellis Tate, I will maintain your Order Information for my records unless and until you ask me to delete this information. Electronic data is erased, paper data is professionally shredded.