**COPYRIGHT & GDPR PRIVACY NOTICE**

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### Copyright notice

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**INTRODUCTION – PRIVATE POLICY - GDPR**

Thank you for choosing to be part of our community at **Infusions Tea Bag Art – Paula Smith** (“company”, “we”, “us”, or “our”). We are committed to protecting your personal information and your right to privacy. If you have any questions or concerns about our policy, or our practices with regards to your personal information, please contact us on email: **Infusionsteabagart@gmail.com**.

When you visit our website **Infusions Tea Bag Art** (“Site”) and use our services, you trust us with your personal information. We take your privacy very seriously. In this privacy notice, we describe our privacy policy. We seek to explain to you in the clearest way possible what information we collect, how we use it and what rights you have in relation to it. We hope you take some time to read through it carefully, as it is important. If there are any terms in this privacy policy that you do not agree with, please discontinue use of our site and our services.

This privacy policy applies to all information collected through our website **www.infusionsteabagart.co.uk**, email, telephone, Apps, craft fairs, Facebook Page: **Teabagartbyinfusions**, and/or any related services, sales, marketing or events (we refer to them collectively in this privacy policy as the "**Sites**").

**Please read this privacy policy carefully as it will help you make informed decisions about sharing your personal information with us.**

This privacy policy was created using [Termly’s Privacy Policy Generator.](https://termly.io/products/privacy-policy-generator/)

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# WHAT INFORMATION DO WE COLLECT?

## Personal information you disclose to us

***In Short:*** *We collect personal information that you provide to us such as name, address, contact information, payment information.*

We collect personal information that you voluntarily provide to us when expressing an interest in obtaining information about us or our products and services, when participating in activities on the Sites such as posting comments/messages in our online forums/forms or entering competitions, contests or giveaways or otherwise contacting us.

The personal information that we collect depends on the context of your interactions with us and the Sites, the choices you make and the products and features you use. The personal information we collect can include the following:

**Name and Contact Data.** We collect your first and last name, email address, postal address, phone number, and other similar contact data.

**Payment Data**. We collect data necessary to process your payment if you make purchases, such as your payment instrument number (such as a credit card number – if payment is via Izettle ie: at craft fairs), and the security code associated with your payment instrument. All payment data ie:paypal is stored through the internet payment processor.

## Information automatically collected

***In Short:*** *Some information – such as IP address and/or browser and device characteristics – is collected automatically when you visit our websites.*

We automatically collect certain information when you visit, use or navigate the Sites. This information does not reveal your specific identity (like your name or contact information) but may include device and usage information, such as your IP address, browser and device characteristics, operating system, language preferences, referring URLs, device name, country, location, information about how and when you use our Site and other technical information. This information is primarily needed to maintain the security and operation of our Sites, and for our internal analytics and reporting purposes.

Transfers of personal information outside the EU we may store and process your information through third-party hosting services in the US and other jurisdictions. As a result, we may transfer your personal information to a jurisdiction with different data protection and government surveillance laws than your jurisdiction. If we am deemed to transfer information about you outside of the EU.

# HOW DO WE USE YOUR INFORMATION?

***In Short:*** *We process your information for purposes based on legitimate business interests, the fulfillment of our contract with you, compliance with our legal obligations, and/or your consent.*

We use personal information collected via our Sites for a variety of business purposes described below. We process your personal information for these purposes in reliance on our legitimate business interests ("Business Purposes"), in order to enter into or perform a contract with you ("Contractual"), with your consent ("Consent"), and/or for compliance with our legal obligations ("Legal Reasons"). We indicate the specific processing grounds we rely on next to each purpose listed below.

We use the information we collect or receive:

* **To send administrative information to you** [for Business Purposes, Legal Reasons and/or possibly Contractual]. We may use your personal information to send you product, service and new feature information and/or information about changes to our terms, conditions, and policies.
* **Fulfill and manage your orders** [for Contractual reasons]. We may use your information to fulfill and manage your orders, payments, returns, and exchanges made through the Sites.
* **To post testimonials** [with your Consent]. We post testimonials on our Sites that may contain personal information. Prior to posting a testimonial, we will obtain your consent to use your name and testimonial. If you wish to update, or delete your testimonial, please contact us at **infusionsteabagart@gmail.com** and be sure to include your name, testimonial location, and contact information.

# WILL YOUR INFORMATION BE SHARED WITH ANYONE?

***In Short:*** *We only share information with your consent, to comply with laws, to protect your rights, or to fulfill business obligations.*

We only share and disclose your information in the following situations:

## Compliance with Laws. We may disclose your information where we are legally required to do so in order to comply with applicable law, governmental requests, a judicial proceeding, court order, or legal process, such as in response to a court order (including in response to public authorities to meet national security or law enforcement requirements).

## Other Users. When you share personal information (for example, by posting comments, contributions or other content to the Sites) or otherwise interact with public areas of the Site [or App], such personal information may be viewed by all users and may be publicly distributed outside the Site [and our App] in perpetuity. [If you interact with other users of our Sites and register through a social network (such as Facebook), your contacts on the social network will see your name, profile photo, and descriptions of your activity.] Similarly, other users will be able to view descriptions of your activity, communicate with you within our Sites, and view your profile.

# WHAT IS OUR STANCE ON THIRD-PARTY WEBSITES?

***In Short:*** *We are not responsible for the safety of any information that you share with third-party providers who advertise, but are not affiliated with, our websites.*

# HOW LONG DO WE KEEP YOUR INFORMATION?

***In Short:*** *We keep your information for as long as necessary to fulfill the purposes outlined in this privacy policy unless otherwise required by law.*

We will only keep your personal information for as long as it is necessary for the purposes set out in this privacy policy, unless a longer retention period is required or permitted by law (such as tax, accounting or other legal requirements). No purpose in this policy will require us keeping your personal information for longer than [90 days/6 months/1 year/2 years/the period of time in which you have an account with us/90 days past the termination of your account/6 months past the termination of your account/1 year past the termination of your account/2 years past the termination of your account].

# DO WE MAKE UPDATES TO THIS POLICY?

***In Short:*** *Yes, we will update this policy as necessary to stay compliant with relevant laws.*

We may update this privacy policy from time to time. The updated version will be indicated by an updated “Revised” date and the updated version will be effective as soon as it is accessible. If we make material changes to this privacy policy, we may notify you either by prominently posting a notice of such changes on **The Monthly Blog** page, or by directly sending you a notification. We encourage you to review this privacy policy frequently to be informed of how we are protecting your information.

# WHAT ARE YOUR LEGAL RIGHTS?

***In Short:*** *Yes, you have certain rights to protect yourself in law.*

If you reside in certain areas, including the EU, you have a number of rights in relation to your personal information. While some of these rights apply generally, certain rights apply only in certain limited cases.

You may have the right to access and receive a copy of the personal information held about you by contacting us using the contact information below. You also have rights to change, restrict the use of, or for us to delete your personal information.

You can object to the processing of some of your information based on our legitimate interests and of receiving marketing messages, providing your express consent to receive them. In such cases, we will delete your personal information unless we have compelling and legitimate grounds to continue using that information or if it is needed for legal reasons.

If you reside in the EU and wish to raise a concern about the use of your information (and without prejudice to any other rights you may have), you have the right to do so with your local data protection authority.

# HOW CAN YOU CONTACT US ABOUT THIS POLICY?

For the purposes of EU data protection Law, **Infusions Tea Bag Art** holds your personal information for 6 years, unless a deletion request is forthcoming, however there should be no reason for the need to retain your details after 90 days. Should you have questions or comments about this policy, email us at **infusionsteabagart@gmail.com** or by post to:

Paula Smith

Proprietor of Infusions Tea Bag Art

1 The Rudge

Blakeney Hill Road

Blakeney

Gloucestershire GL15 4BT

If you have any further questions or comments about us or our policies, email us at infusionsteabagart@gmail.com

Private Policy (GDPR) data details contained within the document was obtained through @Termly\_io

<https://termly.io/resources/templates/gdpr-privacy-policy/>