

Sian Bowman Illustrator  
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# Sian Bowman Illustrator

## Privacy Policy

### **1. INTRODUCTION**

Sian Bowman Illustrator is committed to protecting the privacy and personal data of anyone that uses its website [sianbowman.com](http://sianbowman.com). This policy describes how we collect and use personal data and sets out your rights in regards to such information.

No one under 13 years of age should provide any personal information to us. If we learn that we have collected personal information of anyone under the age of 13 we will take steps to delete the information without delay.

We advise that you read this policy to ensure that you fully understand it before accessing any of our services. If you are unhappy with any of our practices, you must leave this website immediately and avoid any future use of our website. If you have any questions or wish to raise concerns about this privacy policy, please do so by emailing [sianbowmanillustrator@gmail.com](mailto:sianbowmanillustrator@gmail.com).

### **2. WHAT PERSONAL DATA DO WE COLLECT ABOUT YOU?**

‘Personal data’ means any information relating to an identified or identifiable person.

We may receive, collect and store the following personal data:

- Any information you enter on our website or provide to us in any other way. This may include, but is not limited to, communication through the contact form on our website, through emailing us and through social media messaging or posting.
- The Internet protocol (IP) address used to connect your computer to the Internet; computer and connection information; browser details; time zone settings.

- We may use software tools to measure and collect session information, including page response times, number and length of visits to certain pages, page interaction information, navigation pathways and methods used to browse away from the page. This information is processed to analyse how you use our website in order to provide the best user experience by providing relevant website content and to review the performance of our advertising.
- Personally identifiable information (including name, email, password, communications); payment details (including credit card information), comments, feedback, product reviews, recommendations, and personal profile. This information is collected in order to supply the products or services purchased by you and to keep appropriate records of these transactions.
- Data about your preferences in regards to receiving marketing information from us, including how you receive such information. We process this data to deliver relevant website content to you in the most appropriate way; to review the performance of our advertising; and to make available to you opportunities to take part in competitions, prize draws and promotional offers.
- We may on occasions seek your permission to use photographs of artwork subjects for marketing purposes. If at any time you no longer wish for your photograph(s) to be used please let us know by emailing [sianbowmanillustrator@gmail.com](mailto:sianbowmanillustrator@gmail.com).

Where you do not provide us with the data requested, and we are required by law to collect such data we may be unable to deliver products or services to you, however in such instances we will notify you at the time.

### **3. HOW DO WE COLLECT INFORMATION ABOUT YOU?**

#### **Information you provide voluntarily:**

When you conduct a transaction on our website (for example by using the contact form or by emailing us), as part of the process, we collect personal information that you provide directly us such as your name, address and email address. Your personal information will be used only for the specific reasons stated above.

#### **Information through the use of our website:**

When you visit our website we collect session information either independently or with the assistance of third-party services, through the use of cookies and other similar technologies.

**Information from third parties:**

We may receive personal data for third parties such as social media platforms, payment services and delivery services which may be based outside the EU.

**4. WHY DO WE COLLECT SUCH PERSONAL INFORMATION?**

We collect such Non-personal and Personal Information for the following purposes:

- To provide and operate the services, products and information;
- To provide our Users with ongoing customer assistance and technical support;
- To be able to contact our Visitors and Users with general or personalised service-related notices and promotional messages;
- To create aggregated statistical data and other aggregated and/or inferred Non-personal Information, which we may use to provide and improve our respective services;
- To comply with any applicable laws and regulations.

We will only use your personal information for the purposes set out above where we are satisfied that our use of such information is required to support our legitimate interests (for example, growing the business, and, maintaining and improving our services.

**5. HOW DO WE STORE YOUR INFORMATION?**

Our website is hosted on the Weebly.com platform. Weebly.com provides us with the online platform that allows us to sell our products and services to you. Your data may be stored through Weebly.com's data storage, databases and the general Weebly.com applications. They take reasonable steps to put in place appropriate physical, electronic and procedural safeguards to protect the integrity and security of personal information and to prevent unauthorised or unlawful processing of personal information and the accidental loss, destruction, or damage to personal information. These measures include internal reviews of their data collection, storage and processing practices and security measures (Strong password protection and in certain areas industry standard SSL-encryption to protect data

transmissions), as well as physical security measures to guard against unauthorised access to systems where they store data.

## **6. DATA SECURITY**

In order to protect your personal data and prevent unauthorised access, alteration, disclosure and loss we have put in place appropriate security measures. Access is restricted to partners who have a business need to know such information in order deliver the objectives listed in section 4 of this policy. Your data will be processed strictly in accordance with these objectives and will remain confidential.

## **7. DATA RETENTION**

Your data will only be retained for as long necessary for the following instances:

- To meet any legal, accounting or reporting requirements;
- To fulfil the requirements of the service that it was collected for.

## **8. HOW DO WE COMMUNICATE WITH SITE VISITORS?**

We may contact you to resolve a dispute, to collect fees or monies owed, to poll your opinions through surveys or questionnaires, to send updates about our business, or as otherwise necessary to contact you to enforce our User Agreement, applicable national laws, and any agreement we may have with you. For these purposes we may contact you via email, telephone, text messages, and postal mail.

Under the Privacy and Electronic Communications Regulations (PECR), we may send email marketing communications to you in the following circumstances:

- Where you are an existing customer who has purchased (or negotiated to buy) a product or service from us in the past;
- Where you have given consent to receive electronic mail from us.

You can at any time opt-out of receiving marketing communications by emailing [sianbowmanillustrator@gmail.com](mailto:sianbowmanillustrator@gmail.com) or by following the opt out links within any marketing communications.

## **9. HOW WE USE COOKIES AND OTHER TRACKING TOOLS?**

A cookie is a small piece of data that is stored on your device (computer, smartphone etc.) when you access a website.

As a visitor to our site, cookies are stored on your browser or web applications, usually to keep track of your movements and actions on our site. Cookies can tailor the operation of browsers and web applications based on information gathered during your last visit to our site.

You can set your browser to block all or some cookies or to provide alerts in regards to cookies. Should you chose to block, disable or refuse cookies from our site this may cause certain parts of our website not to function properly or at all.

For more information please refer to our Cookie Policy.

## **10. HOW CAN YOU WITHDRAW CONSENT?**

If you don't want us to process your data anymore, please contact us at [sianbowmanillustrator@gmail.com](mailto:sianbowmanillustrator@gmail.com) or send us mail to 37 Fieldway, Sutton St Nicholas, Herefordshire, HR1 3BY.

## **11. PRIVACY POLICY UPDATES**

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

## **12. QUESTIONS AND CONTACT INFORMATION**

If you would like to: access, correct, amend or delete any personal information we have about you, you are invited to contact us at [sianbowmanillustrator@gmail.com](mailto:sianbowmanillustrator@gmail.com) or send us mail to: 37 Fieldway, Sutton St Nicholas, Herefordshire, HR1 3BY.

You can find out more about your rights at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you are not happy with how we collect, use or store your personal data you have the right to complain to the Information Commissioner's Office (ICO). We would be grateful if you would contact us in the first instance to discuss your complaint in the hope that we can try and resolve it for you.