

## **Terms & Conditions – Privacy Policy**

### **Collecting information**

We may collect, store and use the following kinds of personal data:

- information about your visits to and use of this website;
- information about transactions made between you and us in relation to this website, including information relating to purchases you make of our products;
- information that you provide to us when contacting us with enquiries about our products, past, present and future.

### **Use of your personal data**

Personal data submitted on this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

In addition to the uses identified elsewhere in this privacy policy, we may use your personal information in the following ways:

- to contact you either by email or telephone following up on any issues with an order or to answer any questions you may have;
- to disclose your personal information to third parties who perform functions on our behalf such as shipping, fulfilling orders or processing payments (we will only provide these companies with the information which they need to carry out their services and they will not be permitted to use the information for other purposes);
- in certain circumstances we may be obliged to disclose personal information relating to you to third parties, for example, in order to conform to any requirements of law or to comply with any legal process, to prevent and detect fraud and to protect and defend our rights and property.

We won't share your information with any other organisations for marketing, market research or commercial purposes, and we don't pass on your details to other websites.

We will take reasonable precautions to prevent the loss, misuse or alteration of your personal information. However, sending information over the internet is generally not completely secure and we can't guarantee the security of your data while it's in transit. Any data you send is at your own risk.

### **Mailing List and Newsletters**

By subscribing to our newsletter mailing list, you have given consent for us to store the name and email address you supply to us.

We use Mailchimp to create, manage and distribute our newsletters. These are intended to provide you with information about our stock (past, present and future) as well as supply general information and news about us which we think may be of interest to you.

The personal data you supply to us is stored on a distribution list within MailChimp. By confirming that you want to be added to/remain on our distribution list you agree to Mailchimp's terms. MailChimp's privacy policy can be found on their website: <https://mailchimp.com/legal/privacy/>

We will not share your information with any third parties. You may unsubscribe from the mailing list at any time. The link to unsubscribe can be found at the bottom of all the newsletters we send you. Alternatively, you can contact us by email at giving us your name and email address and we will unsubscribe you from the list. We respect your right to be forgotten and deleted from our mailing list at any time.

### **Website data**

This website is hosted by Squarespace. We may collect information about your computer and your visits to this website, including your IP address, geographical location, browser type, referral source, length of visit and number of page views. We may collect this information directly or via a third-party analytics platform.

Squarespace needs the data to run this website, and to protect and improve its platform and services. Squarespace analyzes the data in a de-personalized form. We may use this information in the administration of this website, for example to improve the website's usability, and for improving our services.

Cookies are required for correct functioning of the website. Cookies are text files with small pieces of data, such as a username and password, that are used to identify your computer as you use a computer network. Specific cookies known as HTTP cookies are used to identify specific users and improve your web browsing experience. You may disable the use of cookies in your browser.

### **Your rights, accessing personal information and getting in touch**

You can find out what information we hold about you and ask us to change or refrain from using any of the information we collect by contacting us at [samplersandtreenaeb@gmail.com](mailto:samplersandtreenaeb@gmail.com)

If you have any questions about this privacy policy, please contact us at [samplersandtreenaeb@gmail.com](mailto:samplersandtreenaeb@gmail.com)

### **Updates and changes**

We will update this privacy policy annually in order to reflect, for example, changes to our practices or for other operational, legal or regulatory reasons.

**January 2023**

**Review: January 2024**