



a little pigment

Privacy policy

This privacy policy sets out how A Little Pigment (hereby known as 'The Company') uses and protects any information that you provide.

The Company is committed to ensuring that your privacy is protected. We may ask you to provide certain information by which you can be identified. By contacting us/going forward with a business transaction, you agree to the collection and use of information in accordance with this policy.

What we collect

The Company may collect personally identifiable information such as your name, email address, postal address, billing address, phone number, wedding details, guest names and guest addresses, and any other information relevant to a transaction.

What we do with the information we gather

The Company requires this information to complete and deliver your order. In particular, for the following reasons:

- Internal record keeping, follow-ups and testimonial requests.
- The Company may keep samples of your designs on file for photographing, portfolio and marketing purposes. This includes using them across our social media, featuring them on our website, and displaying them at wedding fairs and events. The Company will not display anything with an identifiable home address, and will not reveal any photos of your finished stationery until the day of wedding, or thereafter.

How long we will keep the information we gather

Your information and data will be deleted by The Company 90 days after the final job completes. This includes any addresses and guest names. All emails will be deleted within 12 months of the final job completing. Invoices will be kept for 7 years in line with tax regulations.

Security

The Company is committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have suitable physical and electronic safeguards in place.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- If you have previously agreed to The Company using your personal information for direct marketing purposes, you may change your mind at any time by contacting us via email.
 - The Company will never sell, distribute or lease your personal information to third parties.
 - You may request details of personal information which The Company holds about you under the Data Protection Act 1998.
 - If you believe that any information The Company is holding on you is incorrect or incomplete, please email us as soon as possible and we will correct it.
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Using our website

Log Data

Like many site operators, we collect information that your browser sends whenever you visit our website ('Log Data'). This Log Data may include information such as your computer's Internet Protocol (IP) address, browser type, browser version, the pages of our website that you visit, the time and date of your visit, the time spent on those pages, and other statistics.

Security

The security of your personal information is important to us, but remember that no method of transmission over the Internet, or method of electronic storage, is 100% secure. Whilst we strive to use commercially acceptable means to protect your personal information, we cannot guarantee its absolute security.

Links to other sites

The website may contain links to other sites that are not operated by us. If you click on a third party link, you will be directed to that third party's site. We advise you review the Privacy Policy of every site you visit.

The Company has no control over, and assumes no responsibility for, the content, privacy policies, or practices of any third party sites or services.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Changes to this privacy policy

The Company may change this policy from time to time by updating this page. You should check this page periodically to ensure that you are happy with any changes. This policy is effective from 24th May 2018.

Contact us

If you have any questions about this privacy policy, please contact us.