

## PRIVACY POLICY

Due to the new regulations in GDPR, we would like to inform you on the data we keep.

We NEVER sell or pass on any of our information.

The information we keep is solely for the purpose of maintaining a good customer service.

We do not retain payment details and do not engage in targetted on-line marketing.

### TRADE CUSTOMERS

We keep your name, contact and order details on our accounts system, which is password protected and is on a stand-alone computer not connected to the internet.

We also keep a paper copy of the orders placed for 2-3 years. This is to help with re-ordering, as we are able to look this up and tell you what images and products you have had. We can also supply you with photocopies if needed.

We will amend or delete any information we have regarding your business at your request.

### RETAIL CUSTOMERS

We hold name and address details on our accounts system, which is password protected and is on a stand-alone computer not connected to the internet. We also retain original email details supplied to us by yourself.