

# Privacy Policy



## 1. INTRODUCTION

Thank you for visiting The Drawing Room. Please read this Privacy Policy carefully before viewing this website further. We recognise the importance of your privacy, and that you have a right to control how your personal information is collected and used. This Privacy Policy is intended to comply with the General Data Protection Regulation (EU) 2016/976; and relevant Data Protection (Bailiwick of Guernsey) Law, 2017.

If you would like to contact us about any issue relating to how your data is used on this website please contact:

**Email: [studio@thedrawingroom.gg](mailto:studio@thedrawingroom.gg)**

**Telephone: 01481 756173**

## 2. DATA COLLECTED

The Drawing Room will not collect any personal data about you without your consent. We will only collect the personal data necessary to fulfil our service; which may include a contact name, email, phone number, address, records of enquiry and contact.

## 3. EMBEDDED CONTENT

Pages on this site may include embedded content, like YouTube videos, for example. Embedded content from other websites behaves in the exact same way as if you visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged-in to that website. Below you can find a list of the services we use:

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## YOUTUBE

We use YouTube videos embedded on our site. YouTube has its own cookie and privacy policies over which we have no control. There is no installation of cookies from YouTube and your IP is not sent to a YouTube server until you consent to it. See their privacy policy here: <https://policies.google.com/privacy>

## MAILCHIMP

Mailchimp is embedded on our site. Mailchimp has its own cookie and privacy policies over which we have no control. There is no installation of cookies from Mailchimp no information is sent to a Mailchimp server until you consent to it. See their privacy policy here: <https://mailchimp.com/legal/privacy>

## **4. COOKIES**

This site uses cookies, small text files that are placed on your machine to help the site provide a better user experience. In general, cookies are used to retain user preferences, store information for things like shopping carts, and provide anonymized tracking data to third-party applications like Google Analytics. Cookies generally exist to make your browsing experience better. However, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. We suggest consulting the help section of your browser.

## **5. WHO HAS ACCESS TO YOUR DATA**

If you are not a registered client for our site, there is no personal information we can retain or view regarding yourself. If you have submitted an entry through our contact form your personal information can be accessed by our system administrators.

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## 6. THIRD PARTY ACCESS TO YOUR DATA

We do not share your data with third-parties in a way as to reveal any of your personal information like email, name, etc. The only exceptions to that rule are for partners we have to share limited data with in order to provide the services you expect from us.

## 7. HOW LONG WE RETAIN YOUR DATA

If you submit a contact form on our website, we will store the personal information you provide in your user profile. Website administrators can also see and edit that information.

## 8. YOUR DATA RIGHTS

You can request that we erase any of the personal data we have stored. This does not include any data we are obliged to keep for administrative, legal, or security purposes. In short, we cannot erase data that is vital to you being an active customer (i.e. basic information like an email address).

If you wish that all of your data is erased, we will no longer be able to offer any support or other services to you.

If you have any questions, want to receive a copy of your stored data or have your data erased, please contact us at

**Email: [studio@thedrawingroom.gg](mailto:studio@thedrawingroom.gg)**

**Telephone: 01481 756173**

## 9. SECURITY MEASURES

We use the SSL/HTTPS protocol throughout our site. This encrypts our user communications with the servers so that personal identifiable information is not captured/hijacked by third parties without authorisation.

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In case of a data breach, system administrators will immediately take all needed steps to ensure system integrity, will contact affected users and will attempt to reset passwords if needed.

## 10. THIRD-PARTY WEBSITES

We may post links to third-party websites on this site. These third-party websites are not screened for privacy or GDPR compliance, you release us from any liability for the conduct of these third-party websites.

All social media sharing links, either displayed as text links or social media icons do not connect you to any of the associated third parties unless you explicitly click on them.

Please be aware that this Privacy Policy, and any other policies in place, in addition to any amendments, does not create rights enforceable by third parties or require disclosure of any personal information relating to members of the Site. We bear no responsibility for the information collected or used by any advertiser or third-party website. Please review the privacy policy and terms of service for each site you visit through third-party links.

## 11. AMENDMENTS

We may amend this Privacy Policy from time to time. When we amend this Privacy Policy, we will update this page accordingly and require you to accept the amendments in order to be permitted to continue using our services.