

This privacy policy outlines how Eden Rose Design Studio may collect your personal information and what it will be used for.

### **What information will we collect?**

Eden Rose Design Studio will collect personal information at the time of your consultation via a printed questionnaire. We will only collect the information needed to fulfil your stationery order. Personal information such as names, email address, delivery address, wedding details and telephone number may be required in order to design your stationery items.

### **How will we use your information?**

Eden Rose Design Studio will only use your personal information in order to complete your stationery design. Your stationery may be photographed for marketing purposes and shown on our website, social media channels and may be displayed at Wedding Shows. All sensitive information will not be shown. If you would prefer we did not photograph or display your stationery, please let us know via email.

### **How long will we store your information?**

Eden Rose Design Studio will delete your personal information 3 months after the completion of your order and it will be disposed of securely. Invoices containing your personal information will be held for 6 years as per tax regulations. All personal information is held securely and is protected to prevent loss.

### **How is your information shared?**

Your personal information may be shared with our printing partners only, who will print and deliver as fully confidential. Your personal information will not be shared to any company for mailing or marketing purposes.

### **Accessing your information**

You have the right to access any personal information we may hold for you under the Data Protection Act 1998. If you believe the personal information we hold for you is incorrect, please let us know via email and we will update it immediately.

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