

## **Privacy Policy**

In order to comply with General Data Protection Regulation (GDPR) Dragons & Daffodils is committed to protecting your privacy. All information we hold concerning you as an individual will be held and processed strictly in accordance within laws. Please check this page to ensure there are no changes as policy is subject to change especially after the 25<sup>th</sup> May 2018.

Either through this website or through one to one contact with you via phone, text or social media, personal information will only be collected with your explicit consent.

### **Information we may collect:**

- \* Name
- \* Contact information
- \* Email Address

### **What do we use the information for:**

- \* To process your enquiry and order for cakes, classes or shop sales
- \* To give you blog updates if you requested to subscribe to the blog via Mailchimp. You do not have to subscribe and can choose to unsubscribe either via the blog or by contacting us using the contact methods below.
- \* Your data will not be used for making decisions

### **Paypal Payments and store**

Orders are processed via our website hosted by Moonfruit. In order to take your online payments via paypal, PayPal Services allows us limited access to the User ID, email address and other contact or delivery information of the buyer, and as a buyer you may have access to the User ID, email address and other contact information of us. We need to do this in order to process your order. We do not distribute that information.

BACS payments are made by you, we do not hold your bank details nor do we collect your credit card details.

### **Third Party Services**

Certain third party service providers such as Moonfruit, Mailchimp and Paypal have their own privacy policies. We recommend that you read their privacy policies to understand how your personal information will be handled by them. Those providers may be in a different area and subject to different laws. Once you leave this website, or a re-directed to one of these providers, you are no longer governed by this privacy policy.

### **Safety of your information**

In order to ensure accurate internal record keeping, Written Personal information will only be kept in a locked cupboard and for a period of no more than 6 years to comply with HMRC requirements for tax purposes.

We take all reasonable steps to ensure that data submitted to us electronically via the website or other means is stored only by Dragons & Daffodils and is not accessed by third parties. We will not distribute or sell your personal information to third parties. We will never use your personal information to send you promotional information about third parties.

### **Website links**

If you leave our website via a link, we do not have any control over that website and are therefore not responsible for the safety of your information. It is your decision to visit external links and up to you whether you give your personal information. Please be careful.

### **Age of Consent**

By using this website, you agree that you are the age of consent and are able to give consent to use the information that you provide.

### **Right to request information or withdraw**

If you would like a copy of some or all of your personal information we hold, please email or write to us at the following address. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate or that you would not like us to hold. There is some information we may require to complete your order with us but you may then request for it to be removed.

### **How to contact us:**

Email: [queries@dragonsanddaffodils.com](mailto:queries@dragonsanddaffodils.com)

or write to us at: Rhianydd Webb, Dragons and Daffodils, 65a Pantygraigwen Road, Pantygraigwen, Pontypridd, Rhondda Cynon Taff, South Wales, UK. CF37 2RS

### **Cookie Policy**

Website usage information is collected by using cookies. Cookies are small text files that are placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports. As a rule, cookies will make your browsing experience better. However, you can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can modify your browser settings to decline cookies if you prefer. This may prevent you from taking full advantage of the website. We suggest consulting the help section of your browser or by taking a look at the About Cookies website [www.aboutcookies.org](http://www.aboutcookies.org) which offers guidance for all modern browsers.