

# **Russ Proctor Fine Art** www.rpfineart.com

# **Privacy Policy**

Russ Proctor is trading as Russ Proctor Fine Art ("We are committed to protecting and respecting your privacy).

This Privacy Policy (together with our Terms and Conditions of Use, Terms and Conditions of Sale and any other documents referred to within these documents) sets out the basis on which any personal data we collect from you or that you provide to us will be processed by us. Please read the following carefully to understand our procedures and practices regarding your personal data and how we will treat it. By visiting the website http://www.rpfineart.com, you accept and consent to the practices described in this policy.

For the purpose of the Data Protection Act 2018 (the Act), the data controller is:

Russ Proctor, Russ Proctor Fine Art, 5 Cope Court, Swineshead, Lincolnshire, PE20 3JX, England

#### **INFORMATION WE COLLECT FROM YOU**

We will collect and process the following data about you:

We receive, collect, and store any information you enter on our website http://www.rpfineart.com or provide us in any other way. In addition, we collect the Internet protocol (IP) address used to connect your computer to the Internet; login; email address; password; computer and connection information and purchase history. We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods to browse away from the page. We also collect personally identifiable information (including name, email, password, and communications), payment details (including credit card information), comments, feedback, product reviews, recommendations, and personal profile.

#### HOW INFORMATION IS COLLECTED

When you conduct a transaction on our website, as part of the process, we collect personal information you give us, such as your name, address, and email address. Your personal data will be used for the specific reasons stated above only.

# WHY THIS INFORMATION IS COLLECTED

We collect such Non-personal and Personal Information for the following purposes:

- 1. To provide and operate the Services;
- To provide our Users with ongoing customer assistance and technical support;
  To be able to a support.
- To be able to contact our Visitors and Users with general or personalised service-related notices and З. promotional messages;
- 4. To create aggregated statistical data and other aggregated and inferred Non-personal Information, which we or our business partners may use to provide and improve our respective services;
- 5. Fraud Prevention. We may use the information we receive to perform identity checks, customer records checks, and the running of customer accounts. We may pass this to other organisations, including financial, governmental bodies or law enforcement agencies, to protect our customers and ourselves from fraud and theft.
- 6. To comply with any applicable laws and regulations.



### HOW WE STORE, USE, SHARE AND DISCLOSE OUR SITE VISITORS' PERSONAL INFORMATION

<u>http://www.rpfineart.com</u> is hosted on the Wix.com platform. Wix.com provides us with an online platform to sell our products and services to you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

All direct payment gateways offered by Wix.com and used by our company adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, MasterCard, American Express and Discover. PCI-DSS requirements help ensure our store and its service providers' secure handling of credit card information.

Unfortunately, the transmission of information via the Internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to help prevent unauthorised access.

#### HOW WE COMMUNICATE WITH OUR SITE VISITORS

We may contact you to notify you regarding your account, to troubleshoot problems with your account, to resolve a dispute, to collect fees or monies owed, to poll your opinions through surveys or questionnaires, to send updates or promotional emails or similar communications about our company, or as otherwise necessary to contact you to enforce our User Agreement, applicable national laws, and any agreement we may have with you. We may contact you via email, telephone, text messages, and postal mail for these purposes.

#### HOW TO USE COOKIES AND OTHER TRACKING TOOLS

By continuing to browse or use this website, you agree to our use of cookies as set out by the policy below.

This site uses cookies to identify you from other users of the site. Cookies help us to provide you with a good experience when you browse our website and allow us to improve the website.

#### **ABOUT COOKIES**

A cookie is a small text file containing letters and numbers copied or transferred to your browser or hard drive. It allows a site to recognise important information that will make the website more convenient.

The cookies that we may use can be split into the following categories:

- Essential cookies. These are cookies that are needed for the operation of the website. They include, for example, cookies that handle the site's security.
- Analytical cookies. These cookies allow us to recognise and keep count of the number of site visitors and see how they move around within the website when viewing it. This information can help us improve the way the site works, for example, by ensuring that visitors find the page and information they are looking for quickly and easily.
- Third-party cookies. These are used by third parties (such as Google) to enable their services to work, for example, Google Captcha on forms or Google Maps. Some third parties use their cookies for advertising purposes. We have no control over these cookies and provide a link to the third party's privacy policy, where you may have the option to opt out of their data collection.

#### COOKIES USED ON THIS SITE:

- doubleclick.net
- ecom.wixapps.net
- nr-data.net



- powr.io
- www.powr.io

# HOW YOU CAN BLOCK OR DISABLE COOKIES

You can block, disable or delete cookies by modifying the cookie settings within your website browser preferences or settings. If changing the settings to accept all or some cookies, please be aware that blocking, disabling or deleting cookies may affect the ability to use or view the website and take advantage of all its features. In particular, you may not be able to access all or parts of the site or use its functionalities.

### MANAGING COOKIES IN YOUR BROWSER

Use the website browser preferences or browser settings options if you do not want to receive a particular cookie or wish to notify your browser when a cookie is accepted. Cookies that have already been installed in the cookie folder of your browser can be managed by following the guidance provided by your browser provider.

# YOUR RIGHTS

You have the right to ask us not to process the personal data we collect to inform you by phone, messages, or email for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes.

You can exercise your right to withdraw or unsubscribe from such processing by checking certain boxes or unsubscribe links on the forms we use to collect your data. You can also exercise the right anytime in writing to us at 5 Cope Court, Swineshead, Lincolnshire, PE20 3JX, England or by email to <u>enquiries@rpfineart.com</u>.

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers, and affiliates. If you follow a link to any of these websites, please note that they have their privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

# ACCESS TO INFORMATION AND RIGHTS

The Data Protection Act 2018 gives you the right to access information about you and request a copy. Your right to access can be exercised in accordance with the Act. Any access request will be subject to a fee of £10 to meet our administration costs in providing details of the information we hold about you.

To process any of the requests listed below, we may need to verify your identity for your security. In such cases, your response will be necessary to exercise this right.

You can also request us to:

- Access information we hold about you and correct any information you believe is inaccurate or incomplete. If we disclose information to a third party, we will inform them about the change.
- Erase information we hold, although you should be aware that, for legal reasons, we may be unable to change or erase specific details.
- Stop using your information, for example, direct marketing or sending you information about our services.

# CHANGES TO OUR PRIVACY POLICY AND UPDATES

We reserve the right to modify this privacy policy anytime, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If material changes are made to this policy, we will notify you here that it has been updated so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and disclose it.



# QUESTIONS AND YOUR CONTACT INFORMATION

If you have any questions, comments, or requests regarding this privacy policy, please get in touch with us by email at <u>enquiries@rpfineart.com</u> or in writing post to: 5 Cope Court, Swineshead, Lincolnshire, PE20 3JX, England.

# HOW SITE VISITORS CAN WITHDRAW THEIR CONSENT

If you have any queries about this policy, if you would like to: access, correct, amend or delete any personal information we have about you, or if you need further information, contact us at <u>enquiries@rpfineart.com</u> or in writing post to: 5 Cope Court, Swineshead, Lincolnshire, PE20 3JX, England. Erasure, correction or supplying a copy of personal information may take up to 30 days to complete.