

Privacy Policy

DATA PROTECTION – GDPR MAY 18

1, WHAT DATA DO YOU HOLD?

Hawkins Gallery Shop keeps all emails, phone number and job details until till the job is completed.

All requests through the website, including orders, enquiries and returns are logged including the customer's name, address, phone number, email and order details. Website login details are the user's name, email address and password. All passwords are encrypted. Payment is processed through PayPal. Emails address maybe used for communication of offers and news all emails sent for these purposes have an unsubscribe button.

We also log traffic data, location data, and any other communication can be collected. These details come from your visit to our site and any resource tools you use while on the site, no personal data is logged through this system.

2, WHAT DO YOU USE THE DATA FOR?

The data the shop has is used for the processing of the order, only a receipt is kept for financial reasons after the order is completed.

Website data is also used for processing the order but will be kept as a record for returns and financial reasons.

3, WHERE DO YOU STORE THE DATA? IS THIS SECURE?

Hawkins Gallery has three areas where it stores customer's data, in the shop and online.

The data in the shop is kept in a locked container.

Hawkins Gallery emails use Gmail and are remotely accessed from a secure device.

Hawkins Gallery website is stored on CGC Designs server using SSL and the devices that access them have passwords. The server is maintained and managed by 20i. 20i are a hosting company based in Nottingham which specialises in hosting and Internet security, below is their website for more information. Hosting and Emails have SSL certificate. All passwords are encrypted and can't be seen by 20i, CGC Design or Hawkins Gallery, but they update the password if required.

<https://www.20i.com/>

4, HOW LONG DO YOU KEEP DATA FOR?

In the shop, the data is kept until the order is completed and then only the receipt is kept as a record. The order is usually completed within 2 weeks.

The website keeps the data until the account is closed or a customer has requested it to be deleted. Cancelled accounts and data associated with them will be deleted when the year accounts are done.

5, DO YOU NEED TO STORE IT THIS LONG?

The shop securely destroys any data when it is finished with and the online shop needs to keep its data due to returns and financial accounting and returning customers.

6, DOES ANYONE ELSE HAVE ACCESS TO THIS DATA OR YOUR EQUIPMENT?

Only staff at Hawkins Gallery.

7, DO YOU SHARE DATA WITH ANYONE – IF SO WHO?

Hawkins Gallery does not share information with anyone.

Hawkins Gallery is committed to preserving our customers privacy.

Our Privacy Policy is contained below and provides a detailed explanation as to how we may use your personal information provided to us or any we collect through legal means.

8, Use of Cookies

Circumstances may arise when we may need to gather information about your computer to help provide appropriate services or products to you. The data gathered is solely statistical data, which will not be shared with advertisers.

The facts collected about you are statistical only. No identifying information will be shared about our visitors and how they made use of our site. No personal details will ever be shared.

Cookies are used to collect general online usage by using a cookie file. If used this cookie file is downloaded without prompting. It will be placed on your hard drive with information transferred to the hard drive allowing the cookies to be used for data collection. A cookie is used to improve any services/ products, or overall website characteristic we offer you.

Any computer has the option to decline cookies. Your web browser options include an "enable" button to decline cookies. It is imperative that you understand by declining cookies you may be limiting your access to sections of our website.

9, Changes to our privacy policy

If we make any changes to our privacy policy in the future these will be posted to this page to keep you fully up to date with any developments.

Paypal

Paypal is our payment gateway and is renowned as a trusted and secure gateway.

We accept payments over the Internet. Through Paypal we accept all major credit cards and debit cards. All in their customer's currency and language - wherever they are in the world. Paypal also have there own Terms and Conditions and Privacy Statements.

[Click Here for Paypals Legal Documents.](#)