



Policy information	
Organisation	<p>My name is Adrian David Jones, trading as Rainbow Images My address is 55 Badgers Mead, Brackla, Bridgend, CF31 2PZ.Tel: 01656 657595.</p> <p>I trade as a sole trader in the UK under the name Rainbow Images. As such, I have a website www.rainbow-images.co.uk which collects data which I am solely responsible for in keeping with GDPR regulations May 2018. All data is stored securely in the UK by the ITEC company TCRM Ltd based in Bridgend.</p>
REASON FOR DATA	<p>Any personal data held or collected is for the sole purpose of ensuring that orders are dealt with efficiently using customer's current addresses on an individual basis, and for the efficient function of my website and business. The data is NEVER sold and ONLY passed on once for any given order to authorised persons who manage the technical and day to day running of my business and website. A list of the authorised persons who service the business and website on my behalf, can be obtained upon request. The authorised persons will only ever contact you with regard to your order. The only personal data we collect is that which is entered in the registration process and to fulfill the order.</p> <ol style="list-style-type: none"> 1. We use cookies and sessions to enhance your experience of the website and these are only used when needed. 2. The information collected can also consist of the data provided by your browser when requesting a page or submitting a form. This information contains the current state of your browser and is present as standard as part of the http protocol. 3. Personal data may also be requested when you report a problem with my site. 4. Cookies This site uses cookies to allow it to perform certain tasks. A cookie is a small text file created by a website which temporarily stores certain settings and information about the user (you) on your computer. We use cookies to: <ul style="list-style-type: none"> • Provide you with the ability to add items to a cart as you browse the online shop. It doesn't store who you are, but what you chose. • Allow you to switch styles and remember that choice from page to page in order to display the correct style. It does not store who made the choice, just what the choice was. • Store the ID of the user who is currently logged in. This is only set if a registration process has been completed and a valid user name and password has been provided. The user can log off at any time, at which point the cookie is removed. This cookie will expire after a given period,

	<p>whether you log off or not.</p> <ul style="list-style-type: none"> • Remember the currency preference for the online store. This allows the store to display the correct price. Who made the choice is not stored, just what the choice was. • Remember your language preference in order to display the correct language as you move from page to page. Who made the choice is not stored, just what the choice was. • Remember information you have entered in a form so you don't need to enter it again. You will be made aware of the forms that do use this technique and you can choose to opt out of using this technique. <p>We do NOT use cookies to:</p> <ul style="list-style-type: none"> • Track which websites you have visited • Track how many people have visited the site • Allow third parties to display adverts • Track and record who you are for advertising purposes <p>If you want to delete any cookies that are already on your computer, please refer to the instructions for your file management software to locate the file or directory that stores cookies.</p> <p>If you want to stop cookies being stored on your computer in future, please refer to your internet browser's instructions by clicking 'Help' in its menu. Please note that by deleting our cookies or disabling future cookies you may not be able to access certain areas of our site.</p> <p>5. How do we use your information? Our primary goal in collecting personal data is to provide you with a service, customised experience on our web sites. We also use the information to check what type of browsers are in use.</p> <p>Only 3rd parties who are authorised by myself will ever receive data and only for the afore mentioned reasons</p> <p>YOU HAVE THE RIGHT AT ANY TIME TO REQUEST DELETION OF YOUR DATA. PLEASE NOTIFY RAINBOW IMAGES BY EMAIL AND ALL HELD DATA WILL BE PERMANENTLY DELETED AND FORGOTTEN BY RAINBOW IMAGES AND ANY 3RD PARTY ASSOCIATES REQUIRED FOR THE DAY TO DAY FUNCTION OF THE WEBSITE.</p> <p>YOU ALSO HAVE THE RIGHT TO REQUEST A FULL HARD COPY PRINT OUT OF ALL DATA HELD BY ME .YOUR RQUEST FOR THIS INFORMATION SHOULD BE MADE, IN WRITING TO Rainbow images,55 Badgers Mead,Brackla Bridgend CF31 2 PZ Any reply will be sent recorded delivery to the address held on our servers for your name.</p>
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Policy operational date	This policy is effective from May 2018 and will be reviewed on a on-going basis
Policy prepared by	This Policy has been prepared by myself. Mr A D Jones trading as 'rainbow-images.co.uk'.
Delivery	We will endeavour to complete all orders for greeting cards and calendars within 7 days and use 2 nd Class Delivery on all these items. Giftware however, will take 14 working days as all items are individually sourced from a 3 rd party, the 3 rd party will receive, your name, address and email address in order to expedite your order. Your order may be printed and stored by the person(s) servicing your order for audit perposes and kept for up to 1 year for accounting purposes, these will be kept in private
Returns policy	Greeting cards and calendars may be returned within a 14 day period, in their original wrappers, if any, and a full refund will be given. With regard to giftware merchandise, a replacement will be supplied if returned within 14 days. Merchandise once ordered cannot be refunded as we make each item on an order by order basis.

Other information may be found at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/>