



# P R I V A C Y P O L I C Y

Last updated - 3 January 2024

This Privacy Policy describes Nadine's, the Artist's, policies and procedures on the collection, use and disclosure of your information when you use the Artist's website ([www.theburrowofbells.com](http://www.theburrowofbells.com)) and tells you about your privacy rights and how the law protects you. The Artist uses your personal data to provide and improve the website. By using the website, you agree to the collection and use of information in accordance with this Privacy Policy.

## 1. Collecting and Using Your Personal Data

### Types of Data Collected

*Personal Data* - While using the website, the Artist may ask you to provide certain personally identifiable information that can be used to contact or identify you. Personally identifiable information may include, but is not limited to:

- a. Email address
- b. First name and last name
- c. Usage data

*Usage data* - Usage Data is collected automatically when using the website. Usage Data may include information such as your device's internet protocol address (i.e. IP address), browser type, browser version, the pages of the website that you visit, the time and date of your visit, the time spent on those pages, unique device identifiers and other diagnostic data. When you access the website by or through a mobile device, the website may collect certain information automatically, including, but not limited to, the type of mobile device you use, your mobile device's unique ID, the IP address of your mobile device, your mobile operating system, the type of mobile internet browser you use, unique device identifiers and other diagnostic data.

The website may also collect information that your browser sends whenever you visit or access the website by or through a mobile device.

*Tracking Technologies and Cookies* - The website may use cookies and similar tracking technologies to track its activity and store certain information. Tracking technologies could include beacons, tags and/or scripts to collect and track information as well as to improve and analyse the website. The technologies the website uses may include:

a. Cookies or Browser Cookies. A cookie is a small file placed on your device. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some parts of the website. Unless you have adjusted your browser setting so that it will refuse cookies, this website may use cookies.

**b. Flash Cookies.** Certain features of this website may use local store objects (or Flash Cookies) to collect and store information about your preferences or your activity on the website. Flash Cookies are not managed by the same browser settings as those used for Browser Cookies.

**c. Web Beacons.** Certain sections of this website and the Artist's email may contain small electronic files known as Web Beacons (also referred to as clear gifs, pixel tags and single-pixel gifs) that permit the Artist, for example, to count users who have visited those pages or opened an email.

Cookies can be 'Persistent' or 'Session' Cookies. Persistent Cookies remain on your personal computer or mobile device when you go offline, while Session Cookies are deleted as soon as you close your web browser. This website uses both Session and Persistent Cookies for the purpose set out below:

**a. Cookies Policy/Notice Acceptance Cookies.** These cookies are administered by the website/the Artist to help identify if users have accepted the use of cookies on the website.

## **Use of Your Personal Data**

The Artist may use personal data for the following purposes:

**a.** To provide and maintain the website, including to monitor the usage of the website.

**b.** For the performance of a contract - the development, compliance and undertaking of the purchase contract for the products, items or services you have purchased or of any other contract with the Artist through the website.

**c.** To contact you by email or via other forms of communication regarding updates or informative communications related to the functionalities, products or contracted services, including the security updates, when necessary or reasonable for their implementation.

**d.** For business transfers - the Artist may use your information to evaluate or conduct a merger, divestiture, restructuring, reorganisation, dissolution or other sale or transfer of some or all of the Artist's assets, whether as a going concern or as part of bankruptcy, liquidation or similar proceeding, in which Personal Data held by the Artist about the website's users is among the assets transferred.

**e.** For other purposes - the Artist may use your information for other purposes, such as data analysis, identifying usage trends and to evaluate and improve the website, products, services, marketing and your experience.

The Artist may share your personal information in the following situations:

**a.** With a service provider - the Artist may share your personal information with a service provider to monitor and analyse the use of the website and/or to contact you.

**b.** With other users - when you share personal information or otherwise interact in the public areas with other users, such information may be viewed by all users and may be publicly distributed outside. If you interact with other users or register through a third-party social media service, your contacts on the third-party social media service may see your name, profile, pictures and description of your activity. Similarly, other users will be able to view descriptions of your activity, communicate with you and view your profile.

**c.** With your consent - the Artist may disclose your personal information for any other purpose with your consent.

## **Retention of Your Personal Data**

Your information, including Personal Data, is processed at the Artist's work place and in any other places where the parties involved in the processing are located. It means that this information may be transferred to - and maintained on - computers located outside of your canton, province, country or other governmental jurisdiction where the data protection laws may differ than those from your jurisdiction.

Your consent to this Privacy Policy followed by your submission of such information represents your agreement to that transfer. The Artist will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy and that no transfer of your Personal Data will take place to an organisation or a country unless there are adequate controls in place, including the security of your data and other personal information.

## **Disclosure of Your Personal Data**

*Business Transactions* - If the Artist is involved in a merger, acquisition or asset sale, your Personal Data may be transferred. The Artist will provide notice before your Personal Data is transferred and becomes subject to a different Privacy Policy.

*Law Enforcement* - Under certain circumstances, the Artist may be required to disclose your Personal Data if required to do so by law or in response to valid requests by public authorities (i.e. a court or a government agency).

*Other Legal Requirements* - The Artist may disclose your Personal Data on the grounds that such an action is necessary to:

- a. Comply with legal obligation
- b. Protect and defend the rights or property of the website and/or the Artist's business
- c. Prevent or investigate possible wrongdoing in connection with the website
- d. Protect the personal safety of users of the website or the public
- e. Protect against legal liability

## **Security of Your Personal Data**

The security of your Personal Data is important to the Artist, but remember that no method of transmission over the internet or method of electronic storage is 100% secure. While the Artist strives to use commercially acceptable means to protect your Personal Data, the Artist cannot guarantee its absolute security.

## **2. Detailed Information on the Processing of Your Personal Data**

The service provider(s) (i.e. wix.com) the Artist uses may have access to your Personal Data. These third-party vendors collect, store, use, process and transfer information about your activity on the website in accordance with their Privacy Policies.

## **Usage, Performance and Miscellaneous**

The Artist uses third-party service provider(s) (i.e. wix.com) to provide better improvement of the website. For example, Google Places is a service that returns information about places using HTTP requests. It is operated by Google. The Google Places service may collect information from you and from your device for security purposes. The information gathered by Google Places is held in accordance with the Privacy Policy of Google.

## **Links to Other Websites**

This website may contain links to other websites that are not operated by the Artist. If you click on a third-party link, you will be directed to that third-party's site. The Artist strongly advises you to review the Privacy Policy of every site you visit. The Artist has no control over and assumes no responsibility for the content, privacy policies or practices of any third-party sites or services.

## **3. Changes to this Privacy Policy**

The Artist may update this Privacy Policy at any time. The Artist will notify you of any changes via email and/or a prominent notice on the website, prior to the change becoming effective, and will update the 'Last updated' date at the top of this Privacy Policy.

You are advised to review this Privacy Policy periodically for any changes.

Changes to this Privacy Policy are effective when they are posted on this page.

## **4. Contact**

If you have any questions about this Privacy Policy, you may contact Nadine, the Artist, via the following email address - **theburrowofbells@gmail.com**. Please note that all interactions should respect the Artist's **Terms & Conditions**, a copy of which may be viewed via the website (**www.theburrowofbells.com**).

Thank you kindly.