**Woodland Lane Bespoke Ltd**

**Policy document**

**Privacy**

This Privacy Policy describes how and when I collect, use, and share information when you purchase an item from me, contact me, or otherwise use my services through Etsy.com, woodlandlanebespokeltd.com or its related sites and services.
This Privacy Policy does not apply to the practices of third parties that I do not own or control, including Etsy or any third party services you access through Etsy. You can reference the Etsy Privacy Policy to learn more about its privacy practices.

**Information I Collect**To fulfil your order, you must provide me with certain information (which you authorised Etsy to provide to me for orders via etsy), such as your name, email address, postal address, payment information, and the details of the product that you’re ordering. You may also choose to provide me with additional personal information (for a custom order of jewellery, for example), if you contact me directly.

**Why I Need Your Information and How I Use It**I rely on a number of legal bases to collect, use, and share your information, including:
as needed to provide my services, such as when I use your information to fulfil your order, to settle disputes, or to provide customer support;

when you have provided your affirmative consent, which you may revoke at any time, such as by signing up for my mailing list;
if necessary to comply with a legal obligation or court order or in connection with a legal claim, such as retaining information about your purchases if required by tax law; and

as necessary for the purpose of my legitimate interests, if those legitimate interests are not overridden by your rights or interests, such as 1) providing and improving my services. I use your information to provide the services you requested and in my legitimate interest to improve my services; and 2) Compliance with the Etsy Seller Policy and Terms of Use. I use your information as necessary to comply with my obligations under the Etsy Seller Policy and Terms of Use.

**Information Sharing and Disclosure**
Information about my customers is important to my business. I share your personal information for very limited reasons and in limited circumstances, as follows:
Etsy. I share information with Etsy as necessary to provide you my services and comply with my obligations under both the Etsy Seller Policy and Etsy Terms of Use (when purchases are made via Etsy only).
Service providers. I engage certain trusted third parties to perform functions and provide services to my shop, such as delivery companies. I will share your personal information with these third parties, but only to the extent necessary to perform these services.

Business transfers. If I sell or merge my business, I may disclose your information as part of that transaction, only to the extent permitted by law.
Compliance with laws. I may collect, use, retain, and share your information if I have a good faith belief that it is reasonably necessary to: (a) respond to legal process or to government requests; (b) enforce my agreements, terms and policies; (c) prevent, investigate, and address fraud and other illegal activity, security, or technical issues; or (d) protect the rights, property, and safety of my customers, or others.

**Data Retention**
I retain your personal information only for as long as necessary to provide you with my services and as described in my Privacy Policy. However, I may also be required to retain this information to comply with my legal and regulatory obligations, to resolve disputes, and to enforce my agreements. I generally keep your data for the following time period: 4 years.

**Your Rights**
If you reside in certain territories, including the EU, you have a number of rights in relation to your personal information. While some of these rights apply generally, certain rights apply only in certain limited cases. I describe these rights below:
Access. You may have the right to access and receive a copy of the personal information I hold about you by contacting me using the contact information below.
Change, restrict, delete. You may also have rights to change, restrict my use of, or delete your personal information. Absent exceptional circumstances (like where I am required to store data for legal reasons) I will generally delete your personal information upon request.

Object. You can object to (i) my processing of some of your information based on my legitimate interests and (ii) receiving marketing messages from me after providing your express consent to receive them. In such cases, I will delete your personal information unless I have compelling and legitimate grounds to continue using that information or if it is needed for legal reasons.

Complain. If you reside in the EU and wish to raise a concern about my use of your information (and without prejudice to any other rights you may have), you have the right to do so with your local data protection authority.

**How to Contact Me**For purposes of EU data protection law, we, Woodland Lane Bespoke Ltd, are the data controller of your perso
Woodland lane bespoke Ltd 2B Puddlers Drive Tipton DY4 9EQ
nal information. If you have any questions or concerns, you may contact us at woodlandlanebespoke@outlook.com. Alternately, you may mail me at:

**Delivery**

**Processing time**

The time I need to prepare an order for dispatch varies. For details, see individual items.

**Customs and import taxes**

Buyers are responsible for any customs and import taxes that may apply. I'm not responsible for delays due to customs.

**Returns and refunds policy**

**I gladly accept returns and exchanges**

Contact me within: 14 days of delivery and dispatch items back within: 30 days of delivery.

**I don't accept cancellations**

But please contact me if you have any problems with your order.

The following items can't be returned or exchanged

Because of the nature of these items, unless they arrive damaged or defective, I can't accept returns for:

* Custom or personalised orders
* Perishable products (like food or flowers)
* Digital downloads
* Intimate items (for health/hygiene reasons)

**Conditions of return**

Buyers are responsible for return postage costs. If the item is not returned in its original condition, the buyer is responsible for any loss in value.