

PRIVACY POLICY

It is important to us here at Tableau Reproduction that you trust how we handle your personal information.

Please read our policy to discover what data we collect and why, how we use the information we collect and the choices you have. We have tried to keep it clear and concise, however if you do have any questions, please get in touch.

Having your personal information allows us to do many things. We can accept your order, process your payment and deliver your purchases. When you subscribe to our mailing list, you allow us to keep in touch with you so we can inform you of any developments we think would interest you. Through data collection, we can better understand your needs and preferences, so we can improve and serve you more effectively.

Our Data Protection Policy

1. We will not collect or store any of your, or your customers, personal information unless it is permitted or required by applicable law.
2. Any personal information we hold or process will be kept up-to-date, and destroyed as soon as the reason for its collection or processing has lapsed.

The Information We Collect

We collect information to provide, maintain, and improve our products and services. The data we collect can help us in simple ways, such as having a contact phone number to communicate an issue with your order, as well as more complex ways, such as helping us identify any difficulties when using our website. Below we have listed full details on the information we collect, why we collect it, and the ways we use it.

When you place an order with us, we collect personal information which allows us to process your order. We collect your name and address to identify you as a customer and deliver the item to you. We collect your email address and telephone number to send you notifications on the status of your order, including any issues or delays with delivery. We also retain your artwork to allow you to easily and quickly re-order items.

Where we have your permission, we will use your e-mail address to provide you with information on our products, services, promotions and special offers.

Your Choices

You have the right to:

- Access your information
- Unsubscribe from our mailing list or withdraw any other type of consent
- Request a copy of your personal information that we hold
- Correct or update your information
- Delete your personal information, or restrict how we use your information, unless we are legally obliged not to
- Alter your personal information so you are not identifiable
- Lodge a complaint with your local data protection authority

For more information on these rights, or to exercise any of them, please contact our Data Protection Officer on accounts@tabrep.com. You can exercise some of these rights, such as updating personal information.

Third-Parties

We will never sell your details to any third-party organisations.

We will only pass personal data to a third-party organisation to fulfil the delivery of products to you, for example courier companies.

Cookies

What are cookies?

Cookies are text files that contain small pieces of information. They are stored on your computer, tablet or smartphone, and sent to your browser from our web server. Cookies are used by most websites to gather essential information to provide the user with the best experience.

Cookies ensure websites function as you expect them to: they identify which platform you're using and display an optimised version of the website for that platform, they save your log in details, and they remember your language preferences.

Types of cookies

Our website uses two types of cookies:

- Essential to site function cookies

These cookies allow you to browse the site, search for products and add items to the basket. They also remember your preferences, such as your log in details and language preferences. They are essential to ensure our website runs as you would expect.

- Performance cookies

These cookies are used to collect anonymous information about how you use our website. They inform us of any error messages from web pages and allow us to improve our website.

How we use cookies

We use cookies in the following ways:

- To gather information which allows us to identify your platform and record sales so we may improve customer experience and identify issues on the site.
- To ensure you are provided with correct and useful information during your visit to our site.
- To allow you to add items to the basket and proceed through our checkout.
- To collect data which allows us to improve our services based on purchases and site usage.

For a full list of the types of cookies we use, please contact our Data Protection Officer, on accounts@tabrep.com

More about cookies

More information on cookies and their uses can be found at www.allaboutcookies.org, or you can email our Customer Success Team on accounts@tabrep.com with any questions.

Contact

If you have any queries about this Privacy Policy, or if the personal data we hold about you is not up to date, please contact our Data Protection Officer on accounts@tabrep.com.

If you have any feedback on our website, or if you have a complaint regarding an order, please email us at accounts@tabrep.com.

If you would like to make a complaint regarding our use of your personally identifiable information, we would appreciate if you could contact our Data Protection Officer on accounts@tabrep.com. Our DPO will endeavour to resolve any issues quickly and to your satisfaction. You also have the option to issue a complaint to the Information Commission Office (ICO) on +44 1625 545 700.

This Privacy Policy is provided by **Tableau Reproduction Limited**, a registered company in England and Wales. Our company number is: 1632063. Our registered office address is: 137 Lower Bryan Street, Hanley, Stoke-on-Trent, Staffordshire, ST1 5AT.

Changes to the Privacy Policy

Any changes we may make to our Privacy Policy will be made, where appropriate updated on our website and notified to you by e-mail.