



## Privacy Policy

This privacy policy sets out how Speira Jewellery uses and protects any information that you give to us when you use this website or provide your details via email.

The Speira Jewellery is committed to ensuring that your privacy is protected.

Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

### **We may collect the following information:**

Email and name. To subscribe to our Newsletter and receive information about Speira Jewellery,

Other information relevant to customer surveys and/or offers.

### **What we do with the information we gather**

We require this information to understand your needs and provide you with a better service and information on possible new products and offers.

We will not pass your details onto a third party, will not send spam and will keep you updated with our news.

We may periodically send promotional emails about our newsletters, new products, surveys, special offers or other information which we think you may find interesting using the email address which you have provided.

We do not make any automated decisions.

### **How long do we keep your data?**

We will retain records after our business relationship has ended for a period of 6 years.

Where your information is processed solely for marketing purposes then we will keep this data until you notify us that you no longer wish to receive marketing from us. If you no longer wish to receive our emails, you can select the unsubscribe option at the bottom of the email or contact us on the details at the bottom of this notice.

### **Sharing your personal information**

We will not sell, distribute, or lease your personal information to third parties unless we have your permission or are required by law to do so.

We do not share data.

## **Security**

We are committed to ensuring that your information is secure.

To prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and electronic and managerial procedures to safeguard and secure the information we collect.

## **Controlling your personal information**

You will have the option to unsubscribe from our emails or you can contact [info@speira.co.uk](mailto:info@speira.co.uk) at any time to have your information removed.

If you believe that any information, we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

You have the right to restrict the processing of your personal information in certain circumstances, including if you have contacted us regarding the accuracy of your information or have objected to processing.

You have the right for your personal information to be provided to you in a commonly used electronic format so that you can move, copy, or transfer the information easily to another data controller.

If you would like to exercise any of the rights above, please email [info@speira.co.uk](mailto:info@speira.co.uk)

How to complain about the use of your data

If you wish to raise a complaint about how we have handled your personal information, including in relation to any of the rights outlined above, you can contact us on the details below at the start of this notice and we will investigate the matter for you.