

## **BUJewellery Privacy Policy**

BU Jewellery is dedicated to providing you with the best jewellery experience. Our Privacy Policy aims to show you how we use the information you provide us with, how we protect it and your right to withdraw consent, whenever you like. We will also outline what information we collect about you when you visit us instore or online.

### **What information do we collect?**

When you become a customer at BU Jewellery, we take down information in order to contact you about your commission, repair or purchase. This includes;

Your name

Address

Email Address

Home or Mobile number

### **How we protect your personal information**

It is essential to us that the personal information you provide us with is protected at all costs. We store your information in a locked safe on our premises.

### **How we use your information?**

Once you have commissioned us to make a piece of jewellery, we will use your phone number or email to contact you with updates or once the piece is ready. We ask for the minimum amount of information required, in other words, we only ask of you what we require to aid your order from us. We will never share your information with a third party, unless we are sending you something in which case we will pass your address on to a courier. We will only use your information in the circumstances stated above.

### **How we contact you?**

We would like to send you information about products and services of ours, which may be of interest to you. You have a right to withdraw consent at any time, and stop us from contacting you, even if you have previously given consent. We can remove your information from our records if you wish- please contact [beatrice@bujewellery.com](mailto:beatrice@bujewellery.com) and we will be happy to comply with your request.

### **Access to your information**

You have a right to request what information we hold about you. If you would like this, please email [beatrice@bujewellery.com](mailto:beatrice@bujewellery.com)