

## **Privacy Policy**

Iceblue Marketing and Design Limited (“Iceblue”, “we” or “us”) is committed to protecting your privacy. This Privacy Policy explains how we use the information we collect about you, how you can instruct us if you prefer to limit the use of that information and the procedures that we have in place to safeguard your privacy.

### **1. The information we collect and how we use it**

When you register with us we need to know your name, postal address, e-mail address, telephone number, debit or credit card number and expiry date.

We gather this information to allow us to process your order and provide you with the best possible service. The relevant information is then used by us, our agents and sub-contractors to authenticate your identity, and to communicate with you on any matter relating to the provision of the service in general. You specifically authorise us to transmit information about you to, or to obtain information about you from, third parties for these purposes.

We may wish to provide you with information about special features of our website or any other service or products we think may be of interest to you. If you would rather not receive this information, please send an e-mail to [mel@icebluemd.co.uk](mailto:mel@icebluemd.co.uk).

If you would like to receive information from carefully selected third parties whose products or services we believe may be of interest to you, please let us know by sending an e-mail to [mel@icebluemd.co.uk](mailto:mel@icebluemd.co.uk). and we will pass on your details to the relevant third parties. If you no longer wish to receive such information, please send an e-mail to [mel@icebluemd.co.uk](mailto:mel@icebluemd.co.uk).

### **2. Our use of “cookies”**

Cookies are small text files stored on your personal computer when you visit certain web pages; they do not store your personal information. We use cookies to keep track of your personal preferences and to remember you when you return to our website. If you do not want your personal computer to accept cookies, or want to delete any cookies that are already on your personal computer, please refer to the instructions for your file management software to locate the file or directory that stores cookies in order to delete them or to disable your personal computer from accepting them.

### **3. How we protect your information**

Information you provide to us remains confidential. The internal procedures of Iceblue cover the storage, access and disclosure of your information and we will comply fully with the Data Protection Act 1998.

### **4. Your details and how to update them**

You have the right at any time to request a copy of the personal data we hold on you, for which we may charge a small fee.

If any of the information that you have provided to us changes, for example if you change your e-mail address, name, or if you wish to cancel your registration, please let us know

the correct details by contacting us by fax, phone or e-mail (for details see the “Contact us” page of the website).

## **5. Your consent**

By submitting your information you consent to the use of that information as set out in this Privacy Policy. If we change our Privacy Policy we will post the changes on this section of the website, so that you may be aware of the information we collect and how we use it at all times. Your continued use of the website constitutes your agreement to any such changes.

## **6. How to contact us**

We welcome your views about our website and our Privacy Policy. Should you wish to contact us regarding our website or Privacy Policy please do so (for details see the “Contact us” page of the website).