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ALL YOUR EVENT NEEDS IN ONE PLACE

## **Privacy Policy**

This privacy policy explain how we use any personal information we collect about you when you purchase/enquire about our products/services or register on our website.

### **When do we collect information about you?**

We collect information about you when you register with us, place an order for products/services and sign a pro-forma account. We may, from time to time, collect information about you when you voluntarily complete customer surveys, provide feedback and participate in marketing competitions or other campaigns. Website usage information is collected using cookies.

### **How will we use the information about you?**

We collect information about you to process your order, manage your account and, if you agree, to email you about other products and services we think may be of interest to you. We use your information collected from the Themes Incorporated website, enquiries and account holders to personalise your repeat orders and to maintain the on-going service we provide to you. We also collect and hold your information in order to keep you updated about any changes to our service/products, products/services you may be interested in and events you may like to attend. Themes Incorporated will not share your information for marketing purposes with companies outside the company. In processing your order, we may send your details to, and also use information, from credit reference agencies and fraud prevention agencies.

### **Marketing**

We would like to send you information about products and services of ours and other companies in our network which may be of interest to you. If you have consented to receiving marketing by signing up to our products and/or services, you may "opt-out" at a later date by contacting us or choosing the opt-out option in marketing communications. You have the right at any time to stop us from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes please [click here](#)

### **Access to your information and correction**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email [info@themesinc.co.uk](mailto:info@themesinc.co.uk) or write to Themes Incorporated, Beckery Road, Glastonbury, Somerset. We may make a small charge for this service. We want to ensure your personal information is accurate and up to date, if you feel your information is inaccurate and not up to date please contact us.

### **Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use on our websites and to compile statistical reports on website activity. For further information on cookies and how they are used please visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org) Please be advised, you can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.

### **Other websites**

Our website may contain links to other websites. Any other links to external websites will not fall under our privacy policy and you should read their own privacy policies.

### **Changes to our privacy policy**

We keep our privacy policy under regular review and will contact you if any changes are made that may affect how we hold your personal information.

### **How to contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you:

- Email: [info@themesinc.co.uk](mailto:info@themesinc.co.uk)
- Telephone: 01458 832602
- Post: Themes Incorporated, Beckery Road, Glastonbury, Somerset, BA6 9NX

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