

CHARLIE SMITH SCULPTURE

charliesmithsculpture.co.uk

Privacy Policy

Last updated: [date]

*DRAFT FOR REVIEW — not legal advice. Review before publishing and have a professional check it if in doubt.
Bronze-coloured [square brackets] mark details to confirm or decisions to make.*

WHO WE ARE

This website is operated by Charlie Smith Sculpture (“we”, “us”). We are based in the United Kingdom, with studios in London and Dorset. For anything relating to your personal data, contact us at studio@charliesmithsculpture.co.uk or +44 7894 749 776.

WHAT INFORMATION WE COLLECT

We collect personal information only when you choose to give it to us:

- **Enquiries and commissions.** When you enquire about a sculpture or a commission — through our website forms, by email or by phone — we collect your name, contact details, and the content of your enquiry, including which sculpture it concerns.
- **Newsletter.** When you subscribe, we collect your email address.
- **Purchases.** If you buy a sculpture, we collect the details needed to complete the sale and delivery: your name, billing and delivery address, contact details, and records of the transaction. [Confirm how payment is taken — if via bank transfer or invoice, card details are never collected by the website; state whatever is accurate.]
- **Automatic information.** Like most websites, our hosting platform (Wix) collects standard technical data such as IP address, browser type and pages visited, through cookies and similar technologies. See “Cookies” below.

HOW WE USE IT

- To respond to your enquiries and manage commissions and sales
- To arrange delivery, installation guidance and aftercare
- To send our newsletter, if you subscribed — every email includes an unsubscribe link, and we send no more than [one email a month]
- To keep records we are legally required to keep (for example, for tax purposes)
- To maintain a record of edition ownership and certificates of authenticity

We do not sell or rent your personal information to anyone. We do not use your information for automated decision-making or profiling.

LEGAL BASES (UK GDPR)

Where we process your personal data, we rely on: **contract** (handling your purchase or commission), **consent** (the newsletter — withdraw at any time by unsubscribing), **legal obligation** (tax and accounting records) and **legitimate interests** (responding to enquiries, keeping provenance records for editions).

WHO WE SHARE IT WITH

- **Wix.com Ltd**, which hosts this website and processes form submissions, subscriber lists and site analytics on our behalf
- **Delivery and shipping partners**, who receive the details needed to deliver your sculpture
- [Email marketing provider, if separate from Wix — name it or delete this line]
- **Professional advisers** (such as our accountant) where necessary
- Authorities, where the law requires it

We do not otherwise share your information.

INTERNATIONAL TRANSFERS

Our website is hosted by Wix, which may process data outside the UK. Wix provides appropriate safeguards for such transfers in accordance with UK data protection law. If you are an international buyer, your delivery details will be shared with carriers in your country in order to fulfil delivery.

HOW LONG WE KEEP IT

- Enquiries that do not lead to a sale: up to [2 years], then deleted
- Sales, commission and provenance records: retained indefinitely as part of the permanent record of each limited edition cast [or state a period]
- Accounting records: at least 6 years, as required by UK law
- Newsletter details: until you unsubscribe

YOUR RIGHTS

Under UK data protection law you have the right to access the personal data we hold about you, to have it corrected or deleted, to object to or restrict our use of it, to data portability, and to withdraw consent at any time where consent is our basis for processing. To exercise any of these, email studio@charliesmithsculpture.co.uk. You also have the right to complain to the Information Commissioner's Office (ico.org.uk).

COOKIES

This site runs on Wix, which uses cookies that are necessary for the site to function (security, load balancing) and, [if enabled], analytics cookies that help us understand how the site is used. You can control cookies through your browser settings [and through the cookie banner on this site, if one is enabled — Wix provides a consent banner; confirm whether it is active and describe accordingly].

CHANGES TO THIS POLICY

We may update this policy from time to time. The date at the top shows when it was last revised.