



ATELIER  
TECHNOLOGY

Enterprise jewellery software in the cloud

*Privacy Policy*

## **Privacy & Cookie Policy**

Atelier Enterprise ("Atelier Enterprise ", "we", "our", "us) is a trading name of Atelier Technology Limited. We respect the privacy rights of its online visitors ("you", "your", "yours") and recognise the importance of protecting the information collected about them. We have adopted a corporate wide Privacy Policy that guides how we collect, store, and use the information that you provide us with.

The following information is provided by Atelier Enterprise to enable our online visitors to be fully informed of our Privacy Policies. By visiting Atelier Enterprise.com, you are accepting and consenting to the practices described in this Privacy Policy and the Terms and Conditions.

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This Privacy Policy does not apply to websites maintained by other companies or organisations to which we link and Atelier Enterprise is not responsible for any personal information you submit to third parties via our website. Please ensure that you read the Privacy Policy of such other companies or organisations before submitting your details.

## **What Personal Information do we collect from you and how?**

Atelier Enterprise collects personal information in several ways when you place an order, use our personalisation services including photographic images, or register for a service offered by Atelier Enterprise. By registering or by contributing personal data such as your email address, you are consenting to the collection of your personal data.

Sometimes we may ask for your telephone number. This number is used solely for the purpose of enabling two factor authentication, which is an improved security measure in addition to a user account password. We will use this number to send you a unique code to verify that the attempted login to your account is actually you. This is only required should your administrator activate the additional security measure for the company where you are employed.

## **What about Cookies?**

Our site uses cookies (very small files that are sent by us to your computer or other access device) which we can access when you visit our site in future. There are four types of cookies:

### *Website functionality cookies*

These cookies enable you to browse the website and use our features such as shopping baskets and wish lists

### *Website analytics cookies*

We use these cookies to measure and analyse how our customers use the website. This allows us to continuously improve our website and your browsing experience.

### *Customer preference cookies*

When browsing online, the website will remember preferences you make (for example your user name, language or location). This makes your browsing experience simpler, easier and more personal to you.

### *Targeting cookies or advertising cookies*

These cookies are used to deliver adverts or products relevant to you. In addition, they limit the number of times you see an advertisement as well as helping us measure the effectiveness of our advertising campaigns.

By using our website you agree that we can place these types of cookies on your device and access them when you visit the site in the future.

If you want to delete any cookies that are already on your computer, please refer to the help and support area on your internet browser for instructions on how to locate the file or directory that stores cookies.

Information on deleting or controlling cookies is available at [www.AboutCookies.org](http://www.AboutCookies.org). Please note that by deleting our cookies or disabling future cookies you may not be able to access certain areas or features of our site.

## **How this information may be used, including anyone it might be shared with?**

Personal information may be shared with other trading divisions within Atelier Technology Limited. Where there is a legal obligation to do so, we may disclose your information to any relevant regulatory body.

We may also use your personal information to send you marketing updates but only ever in accordance with your preferences (as detailed in the next section). We do not sell your details to third party marketing companies.

We do collate information about site traffic, sales, wish lists, and other commercial information which we may pass on to third parties but this information does not include any information which can identify you personally.

Finally, we may use your personal information for our internal marketing and demographic studies, together with non-personal data to monitor customer patterns so we can consistently improve our site design to better meet our visitors' needs.

From time to time Atelier Enterprise may employ third party business partners to collect personal information on Atelier Enterprise's behalf. Atelier Enterprise may also share your data with third party business partners to provide you with targeted advertising. In such cases, these third parties will be subject to confidentiality agreements and instructed by Atelier Enterprise to comply with applicable data protection law.

## **Marketing Opt-in and opt-out provision**

When you register, you will be given the option to opt-out of subscribing to our regular update service which will send you:

- (i) Email alerts for new products, features, enhancements, special offers, upgrade opportunities, contests, events of interest, and one-off marketing promotions.
- (ii) Direct mail alerts for new products, features, enhancements, special offers, upgrade opportunities, events of interest, and one-off marketing promotions.

Marketing communications you subscribe to will only be sent by Atelier Technology Limited.

At all times, we will offer you the opportunity to unsubscribe out of any service or update to which you have subscribed, if you change your mind. Any e-mail we send you will contain an easy automated unsubscribe link so that you can opt-out of that particular mailshot. Simply follow the indications in the e-mail.

## **How you can access and if necessary, change the personal information we maintain**

If for any reason you are concerned that the personal information held by Atelier Enterprise is not correct, please visit the website and, after logging into the site using the "Sign In" menu on the home page, your personal information will be made available for review and change in the "My Account" section. Only you or, upon your request, our support department, may access your personal data from the website using your password and User ID. Information may be changed online within My Account.

## **Safeguarding your personally identifiable information**

We will take reasonable care to maintain appropriate safeguards to ensure the security, integrity and privacy of the information you have provided us with. When you enter your account, we use a Secure Socket Layer (SSL) encryption which encrypts your information before it is sent to us to protect it from unauthorised use. In addition, we will take reasonable steps to ensure that third party business partners' to whom we transfer any data will provide sufficient protection of that personal information.

## **Where and how to ask questions or file complaints**

If you require further information about our Privacy Policy, please email [administration@atelier.technology](mailto:administration@atelier.technology). If you wish to make a formal communication please write to: c/o Data Protection Officer, Atelier Technology Ltd, 21 Tollgate, Chandlers Ford, Eastleigh, Hampshire, SO53 3TG United Kingdom.