

Please read the 1. Terms and Conditions and 2. Privacy Policy prior to using this website.

Using this website implies that you accept them.

1. WEBSITE TERMS AND CONDITIONS:

www.pencil-portraits.co.uk

(Company name: Pencilsketch)

1. Usage

a) You may use this website for your own browsing needs/interests.

You are permitted to print and download material provided you do not: i) change it without consent; ii) republish it without consent; iii) reproduce it or any part of it in order to sell; iv) claim it or any part of it as your own.

b) Copyright laws apply to all artwork images by Anna Shipstone and to all web content/design.

1a. Social Networking Websites

You are permitted to post artwork examples on social networking websites as long as you credit the image/s to Anna Shipstone and comply with clauses a) and b) above.

2. Links

a) You may link to this website providing you do not: i) violate sections a) and b) above; ii) misrepresent this website or your relationship with it; iii) link to it from any website whose content may be construed as unlawful or offensive.

b) Links to other websites are provided for the interest and convenience of the user. Pencilsketch does not accept responsibility for other websites' content or policies.

3. Returns

Pencilsketch endeavours to supply the client with a clear emailed image representative of completed artwork. Should the client be dissatisfied on receipt of artwork, he may return it by post at any time during the 14 days following delivery. On receipt of returned artwork, Pencilsketch will refund the cost of the commission plus the return postage using, wherever possible, a method specified by the client. Issues about dissatisfaction

with artwork raised after the initial 14 day period cannot be addressed and any returned artwork remains the property of Pencilsketch. This policy meets and exceeds the Distance Selling Regulations (2000).

4. Changes

Pencilsketch can modify any part of this website, including its terms and conditions and privacy policy, without prior notice.

5. Debt Retrieval

Clients enter into a legally-binding contract when commissioning artwork from Pencilsketch. Failure to pay may be addressed via a debt-collection agency after a period of three months from the date of completion of the commission.

6. Contact Details

Email: anna@pencilsketch.co.uk

Postal address: 4, NR27 9SG

Telephone: On request

2. YOUR PRIVACY:

www.pencil-portraits.co.uk

(Company name: Pencilsketch)

1. Use of Cookies

In common with the practice of most major internet sites, when you browse this website, it would like to store a few cookies on your computer. Cookies are small text files which allow websites to carry out a variety of useful functions and are widely-used across the internet. For example, they will be used to show you any products that have been placed in your online shopping trolley or to allow you to log in to an online account. They may also be used to personalise a website in order to improve your experience, to remember your preferences and settings and also to collect anonymous visitor usage statistics. These anonymous visitor statistics (also referred to as analytics) help webmasters to understand (and therefore manage and improve) the way that visitors interact with a website. You can see the details of the cookies used on this website below.

a) Essential cookies used on this website

The following cookie is needed for this website to display, and is temporarily classed as an essential cookie which will be stored on your computer as soon as you visit this

website. However, a solution is currently being worked on to remove the requirement to set this cookie.

Cookie Description: Essential

Cookie Name: PHPSESSID

Purpose: Display and core functionality

b) General cookies used on this website

The following cookies are for general functionality and statistics:

Cookie Description: Analytics &

Cookie Name: *-has_visited

Purpose: Anonymous visitor stats

*denotes a wildcard where many cookies may be set under the same prefix to store data for the same purpose.

Cookie Description: Acceptance of non-essential cookies

Cookie Name: cookies_accepted

Purpose: To remember that you have allowed the above cookie/s and to prevent the cookie alert appearing again during your current session. This cookie is removed when your browser is closed.

2. Information Collected/Referred to and Used Online

- a) Pencils sketch regularly refers to web-tracking information in order to monitor traffic through the website. This means viewing your IP number, browser type, geographic location, page entries and length of visit. This information is stored at www.statcounter.com and is password protected.
- b) Pencils sketch saves information you provide, i.e.: name, address, email address, phone number (if supplied), feedback offered in relation to services provided and photographs. This information is used for i) communication and providing services to you; ii) invoicing and completing payments and iii) bookkeeping.

c) Pencilsketch can post your feedback and edit it. Feedback is attributed to your first name and the year of business only. Feedback which may be construed as sensitive will not be posted online without permission.

d) Small photographs may occasionally be posted online unless the client expresses a preference to the contrary.

e) Pencilsketch reserves the right to display examples of portrait artwork sold to you on this and, occasionally, other carefully selected art-related websites. Artwork images depicting animal subjects who have passed away may be displayed online unless the client expresses a wish to the contrary.

Pencilsketch never passes on any information to any third party (for exceptions, see 2. below).

3. Disclosing Your Information

Pencilsketch can disclose your personal information if required to do so a) by law and/or b) in order to facilitate debt collection on its behalf.

4. Links

Pencilsketch does not accept responsibility for the privacy policies of any website it links to.

5. Access to Information

In accordance with the data protection act (1998) you may request access to information that Pencilsketch may hold about you.

6. Changes to this Privacy Policy

Please see section 4 above (Terms and Conditions.)

Data Controller: Anna Shipstone
You may save this document for your reference.