## **PAKUA™ Cosmetics Privacy Policy**

At Pakua Cosmetics we take the protection of your data and privacy very seriously. Our founding company Stemp and Co is registered with the ICO (Information Commisioners Office) and follows their guidelines to protect your privacy – see <u>Data</u> <u>Protection Regulation GDPR</u>.

We keep the minimum personal data, as provided by you on registration, to allow us to process your online orders. Submitting your personal information is deemed as consent for Pakua<sup>™</sup> Cosmetics to use it solely for the completion of your order.

Our website is covered by SSL encryption and our choice to use PayPal as a payment method means that your card or account details are not stored on our system.

We do not share your details with any third parties. We do not send out promotions or marketing information. We will only contact you as necessary if we need further information to fulfill your order.

We have a very small number of staff to process your orders and maintain the website. Our staff are fully aware of the need to maintain your confidentiality and privacy at all times. Our computer is kept up to date and password protected. When renewing our technology we follow guidelines to ensure that all personal data, including our own, is removed.

We fully acknowledge that you have the right to see any data we store in relation to your registered account. Should you wish to see this then please telephone, email or write to us via the website contact details. Should you wish your details to be removed from the system again please contact us.

We periodically review our database and remove the details of registered accounts that have not been accessed for some time. We apologise if this does on rare occassions mean that you would need to reregister.

If you have further questions please do not hesitate to ask.