

About This Document

In short, the team at Indigo Stationery & Gifts (**ISG**) is committed to providing a safe and fun experience for our customers who will be shopping on-line. Your privacy is important to us, so we assure you that any personal information you provide to us will only be used to complete your order and to facilitate the provision of service promised to all our customers. To this end please note the following Privacy Policy.

Privacy Policy

We use the WIX platform. As such, we receive, collect and store any information you enter on our website (or provide us in any other way). In addition, we collect the Internet protocol (IP) address used to connect your computer to the Internet as well as login; e-mail address; computer and connection information and purchase history. We may use software tools to measure and collect session information, including **page response times, length of visits to certain pages, page interaction information, and methods used to browse away** from the page.

When you conduct a transaction on our website, as part of the process, we collect the personally identifiable information you give us such as your name, address and email address and phone number as well as any comments, feedback, product reviews, recommendations, and personal profile that you share.

Other payment details collected (including credit card information) is used to complete your order and will be kept confidential as is guaranteed by our payment partners.

Your personal information will be used for the specific reasons stated above only.

Why?

We collect such Non-personal and Personal Information for the following purposes:

1. To provide and operate the Services;
2. To provide our Users with ongoing customer assistance and technical support;
3. To be able to contact our Visitors and Users with general or personalized service-related notices and promotional messages;

4. To create aggregated statistical data and other aggregated and/or inferred Non-personal Information, which we or our business partners may use to provide and improve our respective services;
5. To comply with any applicable laws and regulations.

How we use, share and disclose your personal information?

Our company is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to sell our products and services to you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

All direct payment gateways offered by Wix.com and used by our company adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, MasterCard, American Express and Discover. PCI-DSS requirements help ensure the secure handling of credit card information by our store and its service providers.

How Do we Contact You

We may contact you to notify you regarding your account, to troubleshoot problems with your order, to resolve a dispute, to collect fees or monies owed, to poll your opinions through surveys or questionnaires, to send updates about our company, or as otherwise necessary to contact you to enforce our User Agreement, applicable national laws, and any agreement we may have with you. For these purposes we may contact you via email, telephone, text messages, and postal mail.

If you don't want us to process your data anymore, please contact us at admin@indigobgi.com or send us mail to: Indigo Stationery & Gifts, Shops 3&4 Carlton Plaza, Black Rock Main Road, St. Michael, Barbados.

Privacy Policy Updates

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

Contact Us for Further Information

If you would like to: access, correct, amend or delete any personal information we have about you, you are invited to contact us at admin@indigobgi.com or send us mail to: Indigo Stationery & Gifts, Shops 3&4 Carlton Plaza, Black Rock Main Road, St. Michael, Barbados.