

TERMS & CONDITIONS & PRIVACY NOTICE SUMMARY

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- ⦿ artisticmediaHOUSE is trading name of Agnieszka Markowska-Jarzynska who operates as a sole trader, part-time creative business/studio.
- ⦿ By instructing artisticmediaHOUSE to commence work you agree to our standard Terms&Conditions, to be read alongside to this summary document.
- ⦿ As best practise a signed purchase order (preferably with a PO number and approximate project value) will need to be raised for the quoted and agreed amount before artisticmediaHOUSE can commence work on any job.
- ⦿ A separate PO may need to be raised for any extras such as distribution, storage, deliveries or mailing, if further cost will be incurred.
- ⦿ All estimates are based on expected or agreed design time. Where alterations are called for by you, or if additional changes are required by you, additional fees maybe charged. These will be agreed with you in writing before the work is undertaken.
- ⦿ Title to any Materials produced by artisticmediaHOUSE will not pass to you until such time as you have paid any and all sums due to artisticmediaHOUSE Your right to use any intellectual property produced by artisticmediaHOUSE (including IP as may be contained in the Materials) will be subject to our standard Terms&Conditions unless we agree alternative licensing arrangements with you in writing.
- ⦿ It is your responsibility to ensure that all materials (including, but not limited to images, diagrams, logos, videos, data, as well as intellectual property in other media) supplied to artisticmediaHOUSE have the relevant licences and permissions for use in the commissioned project.
- ⦿ The artisticmediaHOUSE will not accept responsibility/liability for infringements caused by any wrongly supplied materials or materials supplied without the relevant licences and permissions.
- ⦿ If you are a new Client, payment for all or part of the amount payable may be requested in advance of commencement, artisticmediaHOUSE must receive full payment of any invoice issued to you not later than thirty days after the date of Invoice.
- ⦿ You must report any problems with any work provided by artisticmediaHOUSE as soon as possible and in any event within two weeks of delivery of the final work.
- ⦿ The artisticmediaHOUSE shall not be liable in respect of any claim unless the aforementioned requirements have been complied with.
- ⦿ The artisticmediaHOUSE will be archiving the final digital versions of the projects for a period of 6 months from completion of the work.
- ⦿ The artisticmediaHOUSE reserves the right to require and to include the addition of a credit on printed or digital projects unless agreed otherwise with the Client.

Read our privacy notice:

- ⦿ We will only use the information that we collect about you lawfully (in accordance with the General Data Protection Regulation 2018). We are committed to protecting your privacy.
- ⦿ We only collect information about you in terms of emails exchanges to communicate about the projects and to process your order, and to provide you with the best possible service.
- ⦿ The type of information we will collect about you includes:
 - ⦿ details of the project(s)/ ordered
 - ⦿ your name
 - ⦿ address
 - ⦿ phone number
 - ⦿ email address
- ⦿ We will use our reasonable actions to hold your personal information securely. We will not pass your personal information to any third party other than when required to process your order or to monitor the use of the site.
- ⦿ Our website uses cookies to infuse users experience while visiting the website. Cookies are small text files which are transferred from our web site and stored on your computer's hard drive. They are widely used in order to make web sites work, or work more efficiently, as well as to provide general usage information to web site owners. We use cookies for these reasons only and do not use them to collect any personal information about you.
- ⦿ By using and browsing artisticmediaHOUSE website, you consent to cookies being placed on your computer. If you prefer not to use cookies please disable them in your browser settings or refrain from using the site. Cookies used by our website: Analytics website. To find out more about cookies in general, including how to manage and delete them, visit the All About Cookies Website.
- ⦿ We cannot guarantee or verify the contents of any externally linked website despite our best efforts. Users should therefore note they click on external links at their own risk and this website and we cannot be held liable for any damages or implications caused by visiting any external links mentioned.
- ⦿ We will not be responsible for any losses resulting from your use, or your inability to use our website.
- ⦿ These terms and conditions are governed by the laws of England and Wales, but do not affect your statutory rights. We reserve the right to accept or decline that offer.
- ⦿ All copyright, design and intellectual property rights relating to our designs will remain the property of artisticmediaHOUSE in relation to the purchased artistic products/projects from artisticmediaHOUSE.
- ⦿ By instructing artisticmediaHOUSE you are agreeing to artisticmediaHOUSE's full Terms and Conditions, which includes this summary.