

Adding webstore policies

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You can add policies to your webstore to inform customers about how you do business.

To access your privacy settings:

1. Log in to your WebStore Manager.
2. Click **Settings** > **Privacy Settings**.

The privacy panel toggle

- Check the checkbox to enable the privacy panel.
- This is necessary to comply with GDPR and is a requirement by law if you are processing any personal data belonging to shoppers based in the European Union.
- Enabling this option results in a privacy and consent panel being displayed on both the checkout and the member register & update pages.
- The text provided is an example only and should be edited and customised to fit your own store's privacy policy, terms & conditions, cookie notice, etc...

Terms and Conditions

The following text and form elements appear in the privacy panel at checkout. Each field represents a different section of the panel. The text provided is an example only – it should be edited and customised to fit your own store's privacy policy and terms & conditions, and this example does not constitute legal advice.

When you are satisfied with the text you have entered, click **Save Settings** at the end of the page to set your changes live.

TERMS AND CONDITIONS

<p>To process your order, we collect some of your personal data, and send you transactional emails, such as order confirmation, order shipped/fulfilled, or emails relating to item availability, and shipment tracking.</p>

<p>The personal information we collect includes:</p>

- Billing details: name, address, phone number, and email address
- Shipping details: name, address, phone number, and email address
- Your credit card or debit card details, or any other payment information you have provided
- The contents of your shopping cart, including tax and shipping details and charges
- Your password (if you choose to create an account)
- Your IP address
- Your browsing history, to generate the recently viewed items panel
- Analytics data on your usage of the web site, which is processed internally and via Google Analytics

<p>We also collect web server logs to record details of your web order, including your IP address, and the status of your payment attempts. This information is used to combat fraud, and to record details of your consent to these Terms & Conditions.</p>

<p>As part of the checkout process, if you submit credit or debit card details to pay for your order, or if you use a third-party payment service such as PayPal, we will forward your payment details, including your name and billing address, to the payment processor, so that they can confirm your details are valid, enabling us to complete and fulfill your order.</p>

To proceed with placing this web order, please indicate your consent by checking this box

I agree to these Terms & Conditions

- Click **Save Settings**.

Warning: While WebSell has provided some default text, this is given as an example only. This does NOT constitute legal advice or guidance. It is your obligation to provide your own policy information. WebSell can recommend a provider if you need one.