

Personalisation Guidelines & Policy

For Bespoke Orders & Etsy Orders

In order to minimise the risk of privacy breaches, misspellings or incorrect information, we have set out procedures to extract your details and personalisation for custom designs. We use the information that you have given us to fulfil your order. We may share this information in the form of social media photographs, but will redact any private or personal details at your request.

Submitting your personalisation for Bespoke Orders:

We request any documents be uploaded to this Google Drive, or by email attachment. Please make sure the text is unformatted and thoroughly proofed before submitting. Oh Blythe Design cannot be held responsible for any misspellings, grammar issues or incorrect information. You can provide these details in any format, but a spreadsheet is preferable for large amounts of data and time constraints. We will format and convert any other type of file you submit as this service is already included with all Bespoke Orders.

Submitting your personalisation for Etsy Orders:

We request any documents be uploaded to this Google Drive, using the spreadsheet template provided or by email attachment/upload in the form of a Google Sheet, Excel Spreadsheet or any type of .csv document following the general layout of our template. Please make sure the text is unformatted and thoroughly proofed before submitting. We will happily convert and format any other type of file you submit, but please note that this will incur additional fees of £15 an hour. A large amount of data (such as addresses, table plan, or multiple menu variations) will take around two hours to convert and format appropriately. We will notify you of the estimated costs based on the submitted file type and amount of data before any work takes place.

For Mac users (Bespoke or Etsy):

There may be complications with file conversion, and we may request your documents be submitted via Google Drive or another online program for extraction if we are unable to convert your files into workable documents. This will not incur any additional charges,

Privacy Policy:

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by emailing us at hello@ohblythedesign.co.uk, but please note that this would mean the termination of our services if we are unable to fulfil your order without the relevant details, and any outstanding payment will be due.
- (b) We have a contractual obligation.
- (c) That your information is securely stored. We keep your personalisation details and address(es) in our online Google Drive, which only Oh Blythe Design and yourself can access via a unique link. We will then dispose of your information by removing these details from Google Drive after the date of your wedding/event. Only photographs of printed products will remain. Oh Blythe Design reserves the right to share images on our social media platforms, website, digital publications and printed publications. We will redact any private or personal details at your request.

Relevant Contact Details

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