



Email & Data Policy

Effective Date: September 2025

We only use your email address for newsletters and product announcements”

At Rowen Digital Studio, we respect your privacy and are committed to protecting your personal information. This Email & Data Policy explains how we collect, use, store, and protect your information when you subscribe to our mailing list or interact with us through email.

1. Information We Collect

- **Personal information** you provide directly (name and email address) when subscribing.
- **Automated information** such as timestamp of subscription or unsubscribe actions.

We do *not* collect sensitive personal data, payment details, or tracking information through our email list.

2. How We Use Your Information

- To send previews of new artwork collections, exclusive offers, and updates about Rowen Digital Studio.
- To notify you of changes to this policy or related terms.
- To maintain accurate subscriber and unsubscribe records.

We do not sell, rent, or trade your email address with third parties.

3. Consent & Unsubscribe

- By subscribing, you consent to receive periodic email updates.
 - You may unsubscribe at any time using the unsubscribe link on our website or by emailing **support@rowendigital.studio** with the word “Unsubscribe.”
 - Unsubscribe requests are processed within **48 hours**.
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4. Data Storage & Retention

- Email addresses are stored securely in Google Sheets, accessible only by Rowen Digital Studio.
 - Data is retained only as long as you remain subscribed, or as required by law.
 - Once unsubscribed, your information is moved to an “**Unsubscribed**” list for record-keeping and suppression, *24 months/2 years for record-keeping, and* is not used for further communication.
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5. Security

- We take reasonable measures to protect your email address against unauthorized access or disclosure. *Data is stored securely using Google's cloud services, which comply with industry-standard privacy and security measures.*
 - However, no digital system is completely secure; we encourage you to use unique, strong passwords for your own accounts.
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6. Your Rights

- You may request to view, update, or permanently delete your email record at any time.
 - To exercise your rights, contact us at **support@rowendigital.studio**.
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7. Changes to This Policy

We may update this policy from time to time. Changes will be posted on our website and are effective immediately upon posting and We'll email subscribers if major changes occur, *This policy applies exclusively to Rowen Digital Studio and its official communications.*



Contact Us: Rowen Digital Studio - Email: support@rowendigital.studio