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***ITC Leiden* uses the gathered information to render the following services for her customers:**

- If you place an order, we require your name, e-mail address and payment information to process your order and to keep you informed of its progress.
- To make shopping at *ITC Leiden* as pleasant as possible, we store your personal information and the details regarding your order and the use of our services, with your permission. This allows us to personalize the website.
- We will use your e-mail address to inform you about the development of the website and about special offers and promotions. If you no longer wish to receive these e-mails, you can unsubscribe on our website.
- If you place an order with *ITC Leiden*, we store your details on a Secure Server, if desired. You can specify a username and password, so that your name and address, phone number, e-mail address, delivery and payment information are stored, so that you don't have to enter these with every new order.
- Information about the use of our website and the feedback we receive from our visitors, help us to further develop and improve our website.

***ITC Leiden* does not sell your information**

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