**Privacy Notice**



Thank you for choosing to be a part of our community at Sarah’s Sweet Bakes (“Company, “ “we”, “our”, “us”)

We are committed to protecting your personal information and your right to privacy. If you have any concerns or questions about this privacy notice or our practices regarding your personal information, please contact us at cakesbysweetbakes@gmail.com

This privacy notice describes how we might use your information if you:

* Visit our website at [www.cakesbysweetbakes.com](http://www.cakesbysweetbakes.com)
* Engage with us in other related ways – including any sales, marketing, or events.

In this privacy notice, if we refer to:

* **“Website”**, we are referring to any website of ours that references or links to this policy
* **“Services”,** we are referring to our website, and other related services, including any sales, marketing, or events

The purpose of this privacy notice is to explain to you what information we collect, how we use it and what rights you have in relation to it. If there are any terms in this privacy notice that you do not agree with, please discontinue the use of our services immediately.

**Please read this privacy notice carefully as it will help you understand what we do with the information that we collect.**

**What information do we collect?**

The type of information we collect is information that you provide to us. We collect

* Names
* Phone numbers
* Email addresses
* Mailing addresses
* Contact preferences
* Other similar information only related to your order like delivery addresses, preferred contact details of a partner, friend, or family member.

All personal information that you provide to us must be true, complete and accurate, and you must notify us of any changes to such personal information.

**How do we use your information?**

We process your information for purposes based on legitimate business interests, fulfilment of our contract with you, compliance with our legal obligations, and/or your consent.

We use personal information collected from our website to:

* Respond and manage your enquiries.
* Fulfil and manage your orders- Occasionally, we may need to share personal information with trusted individuals or third parties whom we may need to carry out our business in a professional manner. This may include event staff/coordinators, venue staff and managers, event planners, taxis/couriers, florists. We treat all personal information with confidentiality. We will endeavour to ensure our third parties also take appropriate security measures where needed.
* To request feedback- we may use your personal information to request feedback after fulfilling an order.
* To post testimonials – We post testimonials on our website that may contain personal information like your name and event type. Prior to posting a testimonial we will obtain your consent to use your name and the content of the testimonial. If you wish to update, or delete your testimonial, please contact us at cakesbysweetbakes@gmail.com and be sure to include you name, testimonial information and contact information.

**We will only share information with your consent. To comply with laws, we will be required to disclose information under the terms of any law or court, to the appropriate law enforcement agency, organisation, or regulator.**
**We do not keep any personal information for any longer than necessary and we will never ask for data that is not essential to facilitate the use of our services. We will not send marketing emails unless consent has been granted and agreed via our mailing list.**

**Cookies**

Cookies are small text files that is downloaded into your software device by web servers to web browsers. This enables a browser to uniquely remember you, your preferences, and your habits online.

We may use cookies to collect and store your information, to help with website functionality, and to understand how the website is navigated.

Most browsers are set to accept cookies by default. If you prefer, you can completely choose to remove cookies and reject cookies.

**Privacy rights**

You have certain rights under data protection law. such as the right to request and obtain a copy of your personal information, to request erasure of data, to restrict the procession of your personal information. You have the right to object to the processing of your personal information.` We will consider and act upon any request, in accordance with applicable data protection laws.

**Updates to our Privacy Policy**

Please note we may make changes to this policy from time to time to stay compliant with relevant laws. All changes will be updated in this document and updated on our website so please check in from time to time for any relevant updates. Thank you.