## **Privacy Policy & Cookies**

Ruby & Pearl Cake Art are committed to ensuring that your privacy and personal details are protected. Any personal information collected by which you can be identified when using this website, or through your journey with us, will only be used in accordance with this privacy policy.

# What we may collect

- Name
- Contact information including email address/phone number
- Demographic information such as postcode
- Dietary requirements
- Event details

We collect the above information so that the services we deliver are suitable and appropriate and any information collected is only used to administer and deliver those services.

## We collect personal information from several sources including;

- Our website/contact forms
- Fmails
- Events
- Referrals
- Other contact initiated by the customer
- Social media contact

# What we do with the information gathered

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping
- Contact regarding orders

### Image Sharing

We regularly share images of orders on both our social media pages and our website. Your permission for this will always be sought, and full images will not be released until after your event.

### Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

#### How we use cookies

A cookie is a small file which asks permission to be placed on your computers hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web traffic and improve our web page in order to tailor it to customer needs. We only use this information for statistical analysis's purposes and then the data is removed from the system. Overall cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies but you can usually modify your browser settings to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

# **Controlling your personal information**

We will not sell, distribute or lease your personal information to third parties, unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you. A small fee will be payable. If you would like a copy of the information held on you please contact nicola@rubyandpearlcakeart.com