# Privacy Policy for Velvet Roast Café

# Effective Date: 27 December 2024

**Introduction** Velvet Roast Cafe ("we," "our," or "us") values your privacy and is committed to protecting your personal information. This Privacy Policy outlines how we collect, use, disclose, and protect your information when you visit our cafe or interact with our website, mobile application, and other digital services (collectively referred to as the "Services").

By using our Services, you consent to the terms of this Privacy Policy. If you do not agree, please refrain from using our Services.

# 1. Information We Collect

We may collect the following types of information:

# 1.1 Personal Information:

- Name, email address, phone number, and postal address.
- Payment information, such as credit/debit card details.

# 1.2 Non-Personal Information:

- Browser type, IP address, and browsing behavior on our website.
- Device information, including operating system and unique device identifiers.

# 1.3 Information You Provide:

- Feedback, inquiries, or communications sent to us.
- Details submitted for promotions, contests, or loyalty programs.

# 1.4 Automatically Collected Information:

• Cookies and other tracking technologies to enhance your user experience.

# 2. How We Use Your Information

We may use your information for the following purposes:

- To process transactions and provide the Services you request.
- To communicate with you about your orders, inquiries, or account.

- To improve our Services, including website performance and customer experience.
- To send promotional emails or newsletters (you may opt-out at any time).
- To comply with legal obligations and prevent fraudulent activities.

# 3. Information Sharing and Disclosure

We do not sell your personal information. However, we may share your information in the following circumstances:

- With Service Providers: To third-party vendors for payment processing, delivery, and IT support.
- For Legal Compliance: To comply with legal requirements, court orders, or government requests.
- In Business Transfers: If Velvet Roast Cafe undergoes a merger, acquisition, or sale of assets.

# 4. Data Security

We implement industry-standard security measures to protect your information. Despite these precautions, no system is completely secure. We encourage you to take steps to protect your personal information, such as keeping passwords confidential.

#### 5. Your Choices and Rights

5.1 **Access and Update:** You may request access to or correction of your personal information by contacting us.

5.2 **Marketing Preferences:** Opt-out of marketing communications by following the instructions in our emails or contacting us directly.

5.3 **Cookies:** Manage cookie preferences through your browser settings.

# 6. Third-Party Links

Our website may contain links to third-party websites. We are not responsible for the privacy practices of these websites and encourage you to read their privacy policies.

# 7. Children's Privacy

Our Services are not intended for individuals under the age of 13. We do not knowingly collect personal information from children.

#### 8. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. The revised policy will be posted with an updated effective date. Your continued use of our Services constitutes acceptance of the changes.

# 9. Contact Us

If you have any questions or concerns about this Privacy Policy or our data practices, please contact us at:

Velvet Roast Cafe Email: <u>contact@velvetroastcafe.com</u> Phone: <u>+44 20 7123 4567</u> Address: **Velvet Roast Café** *123 Cozy Street, Santorini, Greece 84700* 

#### Acknowledgment

By using Velvet Roast Cafe's Services, you acknowledge that you have read, understood, and agree to this Privacy Policy.