At Joe Chef Catering & Events, we are committed to protecting your privacy and ensuring that your personal information is handled securely and responsibly. This Privacy Statement outlines how we collect, use, and protect your data when you visit our website or engage with our services.

## 1. Information we collect

We may collect the following types of personal information:

- Name, email address, and phone number when you make an enquiry or booking.
- Billing and payment details when processing transactions.
- Event details, such as venue location, guest numbers, and dietary requirements.
- Technical data, including IP addresses and browsing behaviour, to enhance website performance.

## 2. How we use your information

We use the information we collect to:

- Respond to enquiries and provide personalized quotes.
- Process bookings and manage event logistics.
- Improve our website, services, and customer experience.
- Comply with legal obligations and protect against fraud or security threats.

## 3. Data protection and security

We take appropriate security measures to safeguard your personal information against unauthorised access, alteration, disclosure, or destruction. Payment details are securely processed through trusted third-party payment providers.

## 4. Sharing your information

We do not sell, rent, or trade your personal information. However, we may share necessary details with:

- Trusted service providers assisting in event execution (e.g., venues, equipment hire).
- Payment processors to securely handle transactions.
- Authorities if required by law for legal compliance or fraud prevention.

## 5. Cookies and website tracking

Our website may use cookies and tracking tools to analyse visitor behaviour and enhance user experience. You can manage cookie preferences through your browser settings.

### 6. Your rights

You have the right to:

- Access, update, or correct your personal information.
- Request the deletion of your data where applicable.
- Opt out of marketing communications.

# 7. Contact us

If you have any questions about this Privacy Statement or how your data is handled, please contact us at:

Email: joseph@joechef.com.au

Website: <u>www.joechef.com.au</u>

We reserve the right to update this Privacy Statement periodically. Any changes will be posted on this page with the updated effective date.