**Privacy Policy**

The Bakehouse By Emma wants to ensure that your privacy is protected and this Privacy Policy governs the manner in which The Bakehouse By Emma collects, uses, maintains and discloses information collected from customers and potential customers, hereby known as “Users”

This privacy policy applies to the website, social media and all products and services offered by The Bakehouse By Emma.

**Personal identification information**

The Bakehouse By Emma may collect personal identification information from Users in a variety of ways, including, but not limited to, when Users visit our website, social media, fill out a form, respond to a survey and in connection with other activities, services, features or resources we make available via the aforementioned platforms. Users may be asked for, as appropriate:

* name
* contact information including email address

**Security**

We will collect personal identification information from Users only if they voluntarily submit such information to us. Users can always refuse to supply personal identification information, except that it may prevent them from engaging in certain activities.

**How We Use Collected Information**

The Bakehouse By Emma collects and uses Users personal information for the following purposes:

* To send periodic emails
* To send social media private messages

The email address/social media contact Users provide for order processing, will only be used to send them information and updates pertaining to their order. The Bakehouse By Emma may also send seasonal offers, birthday reminders and information we feel you might be interested in.

**How We Protect Your Information**

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorised access, alteration, disclosure or destruction of your personal information. All electronic devices used to store personal data are password protected. Any printed or written information is only accessible to The Bakehouse By Emma and is shredded prior to disposal.

**Social Media**

Your permission to “tag” you in social media posts will be gained prior to any post being circulated.

**Changes to This Privacy Policy**

The Bakehouse By Emma has the discretion to update this privacy policy at any time. You acknowledge and agree that it is your responsibility to review this privacy policy periodically and become aware of modifications.

**Your Acceptance of These Terms**

By becoming a User of The Bakehouse By Emma you signify your acceptance of this policy.