## Privacy Policy for The Monday Loft

## Effective Date: 06/11/2023

At The Monday Loft, we value your privacy and are committed to protecting your personal information. This Privacy Policy explains how we collect, use, disclose, and safeguard your information. By using our website or providing us with your personal information, you consent to the practices described in this policy.

### 1. Information We Collect:

- **Personal Information:** We may collect personal information such as your name, email address, and phone number when you provide it to us for purposes including but not limited to booking requests, newsletter subscriptions, and promotional offers.
- **Images and Content:** We may collect and use images and content shared on social media to display on our website or social media platforms as part of showcasing our services and offering.

#### 2. How We Use Your Information:

- **Client Showcases:** Images and content shared from our studio may be used to showcase on our website and social media platforms. If you do not wish to be featured, please let us know.
- **Marketing Communications:** We may use your contact information to send newsletters, promotional offers, and updates about our services. You may opt out of these communications at any time.

### 3. Sharing Your Information:

We do not sell or rent your personal information to third parties. Your information may be shared with service providers who assist us in running our business and providing our services. These service providers are bound by confidentiality agreements and will only use your information as necessary to provide the services requested by The Monday Loft.

### 4. Your Choices:

- **Opt-Out:** You may opt out of content sharing and receiving marketing communications by following the instructions in our emails or contacting us directly.
- Access and Update: You may request access to, correct, or delete your personal information by contacting us at <u>info@themondayloft.com</u>

## 5. Security:

We take reasonable steps to protect your personal information from unauthorised access or disclosure. However, no data transmission over the internet or information storage technology can be guaranteed to be 100% secure.

# 6. Changes to This Policy:

We may update this Privacy Policy as our practices evolve or as required by law. The updated policy will be posted on our website, and the effective date will be revised accordingly.

# 7. Contact Us:

If you have questions or concerns about this Privacy Policy, or if you wish to exercise your rights regarding your personal information, please contact us at <u>info@themondayloft.com</u>

Thank you for trusting The Monday Loft with your personal information. We are committed to safeguarding your privacy and ensuring a positive experience.