

This privacy policy sets out how Dee & Me uses and protects any information that you give Dee & Me when you use this website.

Dee & Me are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Dee & Me may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 01/04/2024.

## **Who we are**

Dee & Me 58 MacFarlane Street, Heyfield, Victoria, 3858, Australia

## **What personal data we collect and why we collect it**

We collect and store data such as name, delivery address and payment method in order to process your orders. We do not hold your payment information. If you use our contact form we will store this data, but only use it to reply to your message unless you have given us permission to opt you in to marketing communication. You can opt-out or request access to or removal of your data at any time.

## **Third-Party**

We only share Personal Data with third-party service providers that perform services and functions at our direction and on our behalf. These third-party service providers may, for example, provide you with services, verify your identity, assist in processing transactions, send you information about our products and services or provide customer support.

We use a third party software – Stripe and PayPal to process orders. You can view their privacy policy here <https://stripe.com/au/privacy> <https://www.paypal.com/us/legalhub/privacy-full> We do not hold financial data.

We use a third party software – wix.com – to send our email marketing communication and we export your email address to them for this purpose. You can view their privacy policy here <https://www.wix.com/about/privacy>

## **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 online.

## **Cookies**

A cookie is a small file which asks permission to be placed on your computer's 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 webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis 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 setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

If you leave a comment on our site you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you have an account and you log in to this site, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select “Remember Me”, your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

### **Links and content from other websites**

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracing your

interaction with the embedded content if you have an account and are logged in to that website.

### **Who we share your data with**

If you opt in to receiving email newsletters your name and email will be stored by Wix.com for communication purposes. Your non-personal data is shared with Google analytics for tracking purposes. You can opt-out or request access to or removal of your data at any time.

### **How long we retain your data**

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognise and approve any follow-up comments automatically instead of holding them in a moderation queue.

For users that register on our website (if any), we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

### **What rights you have over your data**

If you have an account on this site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

You may choose to restrict the collection or use of your personal information in the following ways:

- whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at [deeandme1967@gmail.com](mailto:deeandme1967@gmail.com)

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. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.

**Where we send your data?**

Visitor comments may be checked through an automated spam detection service.

**Additional information****How we protect your data**

Our data is held on a secure server.

**What data breach procedures we have in place?**

We will be notified automatically and notify you immediately if any data breaches occur

**What automated decision making and/or profiling we do with user data?**

We do not use personal data for decision making or profiling. Please refer to our Terms of Service for further information in regards to this site.

**Please contact us if you have any questions, would like access to your data or would like it removed.**

**Dee & Me**

**58 MacFarlane Street**

**Heyfield**

**Victoria 3858**

**Australia**

**Ph 0409 944 671**