

# Off Your Plate | Privacy Policy

## Privacy Policy

### Introduction

At Off Your Plate, we value your privacy and are committed to protecting your personal information. This privacy policy explains how Off Your Plate collects, uses, and safeguards your data when interacting with Off Your Plate.

We will ensure we treat all files shared with us as strictly confidential. Your personal information and the information shared with Off Your Plate will only be used for the purposes for which it is collected or in accordance with the Privacy Act 1988. Off Your Plate will never intentionally disclose any information or data to any third party unless required by law.

### Information We Collect and How We Use Your Information

- **Personal Information:** We may collect personal information such as your name, email address, phone number, and company details when you fill out forms, subscribe to our newsletter, or engage with our services.
- **Usage Data:** We automatically collect information about your interactions with our website, including IP addresses, browser type, pages visited, and referral sources. This helps us improve our site and tailor content to your preferences.
- **Communication:** We use your contact details to respond to inquiries, provide updates, and deliver requested services.
- **Analytics:** We analyse usage data to understand user behaviour, improve our website, and enhance user experience.
- **Cookies and Tracking Technologies:** We use cookies and similar technologies to enhance your browsing experience. You can manage cookie preferences through your browser settings.

### Third-Party Services

We may use third-party services (e.g., Google Analytics) to analyse website traffic. These services have their own privacy policies, and we encourage you to review them.

### Data Retention

We retain your personal information only as long as necessary for the purposes stated in this policy or as required by law.

### Your Rights

You have the right to access, correct, or delete your personal information. Please contact us if you'd like to exercise these rights.

### Security

We take reasonable measures to protect your data from unauthorised access, disclosure, or alteration. Off Your Plate does not accept any liability for accidental loss of or stolen information, or any monetary, business or other loss as a result.

### Changes to this Policy

We may update this privacy policy periodically. Any changes will be posted on this page.

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## **Ownership**

Off Your Plate reserves the right to use any deliverables created as portfolio examples providing your branding has been removed and any personal/client information has been replaced with placeholder text, unless prior written consent to share the deliverable has been arranged with you.

## **Contact Us**

If you have any questions or concerns about our privacy practices, please contact us at [hello@offyourplate.co.nz](mailto:hello@offyourplate.co.nz)