

## 1. Introduction

Buff Detailing operates at 74 Westbourne Rd, Kenton-on-Sea and is committed to protecting your
privacy. This Privacy Policy outlines how we collect, use, and protect your personal information when
you interact with our services.

#### 2. Information We Collect

## We may collect the following types of information:

- · Personal Information: Name, phone number, email address, and vehicle details when booking a service.
- Payment Information: If payments are processed electronically, we may collect payment details through a secure payment gateway.
- Usage Data: Information about how you use our website or contact us, such as IP addresses, browser type, and cookies.

### 3. How We Use Your Information

## We use your information to:

- · Process and confirm service bookings.
- · Communicate regarding appointments, updates, and promotions (if opted-in).
- · Improve our services and customer experience.
- · Maintain internal records for business and legal compliance.

# 4. Data Sharing & Protection

- $\cdot\,$  We do not sell or share your personal information with third parties for marketing purposes at all.
- · Your data is stored securely and only accessed by authorized personnel.
- · Payment details are handled by a secure third-party processor; we do not store card details.

# 5. Photography & Marketing

 We may take photos and videos of vehicles for marketing purposes. License plates, VINs, and any other identifying legal information will be hidden. We will not request permission before posting; however, if you find an image of your vehicle online and wish to have it removed, you may request its removal at any time.

# 6. Cookies & Tracking

 Our website may use cookies to enhance your browsing experience. You can adjust your browser settings to disable cookies if preferred.

# 7. Your Rights

#### You have the right to:

- · Request access to the personal data we hold about you.
- · Request corrections or deletion of your personal data.
- · Opt out of marketing communications.

## 8. Changes to This Policy

· We may update this Privacy Policy from time to time. Any changes will be posted on our website.

# 9. Contact Us

• For any questions about this Privacy Policy or to request data removal, please contact us at: admin@buffdetailing.co.za