

# **Privacy Policy**

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Effective Date: 09/25/2025

As a freelance Art Director, I am committed to protecting your privacy and ensuring that your personal data is used responsibly. This Privacy Policy explains how I collect, use, and protect your personal information when you interact with my services.

## **1. Information I Collect**

I collect personal information that you provide to me directly when you contact me for a project, sign up for a consultation, or inquire about my services. This may include:

- Name
- Email address
- Phone number
- Company name (optional)
- Project details, budget and goals

## **2. How I Use Your Information**

I use the personal information you provide for the following purposes:

- To respond to your inquiries and provide details about my services
- To communicate with you regarding your project, including timelines and requirements
- To send invoices, contracts, and other relevant documentation
- To improve my services and website experience

I will not sell or share your personal information with third parties for marketing purposes.

## **3. How I Protect Your Information**

I take appropriate measures to protect your personal information. All data is stored securely and is only accessible to me or trusted service providers who help deliver services such as website hosting, project management, or invoicing. I use industry-standard encryption and security protocols to ensure your information remains safe.

#### **4. Cookies and Tracking**

My website may use cookies to enhance your browsing experience. Cookies are small files placed on your device to help improve website functionality and track website usage. You can disable cookies through your browser settings, but this may limit some website features.

#### **5. Sharing Your Information**

I will not share your personal information with third parties unless required by law or necessary for the purpose of fulfilling your project (e.g., sharing your information with a third-party service provider involved in your project).

#### **6. Your Rights**

You have the right to:

- Access the personal information I hold about you
- Correct any inaccuracies in your personal information
- Request the deletion of your personal information
- Opt-out of receiving communication (if applicable)

To exercise any of these rights, please contact me at [Insert Your Email Address].

#### **7. Retention of Data**

I will retain your personal data only for as long as necessary to fulfill the purpose it was collected for, including legal, accounting, or reporting requirements.

#### **8. Changes to This Privacy Policy**

I may update this Privacy Policy from time to time. Any changes will be posted on this page, and I will update the 'Effective Date' at the top of the page. Please review this Privacy Policy periodically to stay informed.

#### **9. Contact Information**

If you have any questions about this Privacy Policy or how I handle your personal data, please contact me:

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