# **Privacy Policy**

## This privacy policy applies solely to information collected by <yourwebsitehere>.

### Below we'll discuss:

- What personally identifiable information is collected from you through our web site, how it is used and with whom it may be shared.
- What choices are available to you regarding the use of your data.
- The security procedures in place to protect the misuse of your information.
- How you can correct any inaccuracies in the information.

#### Information Collection, Use, & Sharing

We are the sole owners of the information collected on <yourwebsitehere>. We only have access to/collect information that you voluntarily give us via email or by submitting our website sync form. We will not sell or rent your information to anyone. We will use your information to respond to you, regarding the reason you contacted us. We will never share your email address, cell phone information, or any other information with third parties/affiliates or anyone else outside of our company, other than as necessary to fulfill your request. For example, information sharing to subcontractors in support services such as customer service is permitted. All other use case categories exclude text messaging originator opt-in data and consent; this information will not be shared with any third parties.

#### **Your Access to & Control Over Information**

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

#### Security

We take precautions to protect your information. When you submit sensitive information via our website, your information is protected both online and offline. Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

#### **Updates**

Our privacy policy may change from time to time and all updates will be posted on this page. This page was last updated Mar 11, 2024.