### **Privacy Policy for [Pristine Spaces]**

Last Updated: [05\30\25]

At [Pristine Spaces] ("we," "our," "us"), we value and respect your privacy. This Privacy Policy outlines how we collect, use, protect, and share your personal information when you visit our website [www.pristinespaces.org] ("Website") or use our services.

By using our website and services, you agree to the practices described in this Privacy Policy. Please read it carefully.

#### 1. Information We Collect

We collect two types of information from you:

### Personal Information:

This is information that identifies you personally and is provided by you when you:

- Fill out a contact form
- Request a quote
- Book an appointment
- Subscribe to our newsletter
- Make a payment

Examples of personal information we may collect include:

- Name
- Email address
- Phone number
- Billing and payment information (if applicable)
- Address (for service delivery)

### Non-Personal Information:

We also collect non-personal information automatically when you visit our website, such as:

- IP address
- Browser type and version
- Operating system
- Pages visited on our website
- Date and time of your visit
- Referring website

This information is used for improving our website and services, security and analytics purposes.

### 2. How We Use Your Information

We may use the information we collect from you in the following ways:

- To provide, maintain, and improve our cleaning services
- To respond to your inquiries and fulfill requests (e.g., quotes, appointments)
- To process payments and manage accounts
- To send promotional emails, newsletters, and offers (you may opt out at any time)
- To analyze and improve the performance of our website
- To comply with legal obligations and protect our rights

# 3. Cookies and Tracking Technologies

We use cookies and similar tracking technologies to enhance your experience on our website. Cookies are small data files stored on your device to track your preferences, personalize your experience, and analyze Website usage.

You can choose to disable cookies through your browser settings, but this may affect the functionality of our website.

# 4. Data Security

We take appropriate technical and organizational measures to protect your personal information from unauthorized access, disclosure, alteration, and destruction. However, please note that no method of data transmission over the Internet or electronic storage is 100% secure. While we strive to protect your personal data, we cannot guarantee its absolute security.

# 5. Sharing Your Information

We do not sell or rent your personal information to third parties. However, we may share your information with trusted third-party service providers who assist us in operating our website and providing our services. These third parties are contractually obligated to protect your information and use it only for the purposes for which it was shared.

We may also disclose your information in the following circumstances:

- To comply with legal obligations (e.g., in response to a subpoena, court order, or legal request)
- To protect our rights, property, or safety, or the rights, property, or safety of others
- In connection with a merger, acquisition, or sale of assets

# 6. Your Rights and Choices

You have the right to:

- Access, update, or correct your personal information
- Request the deletion of your personal information
- Opt-out of marketing communications at any time by following the "unsubscribe" instructions in our emails or by contacting us directly

To exercise any of these rights, please contact us at [NancyMcDonald@pristinespaces.org].

# 7. Third-Party Links

Our website may contain links to third-party websites that are not operated by us. We are not responsible for the privacy practices or content of these external websites. We encourage you to review the privacy policies of any third-party sites you visit.

# 8. Children's Privacy

Our services are not intended for individuals under the age of 13. We do not knowingly collect personal information from children. If we become aware that we have inadvertently collected personal information from a child, we will take steps to delete that information as soon as possible.

# 9. Changes to This Privacy Policy

We may update this Privacy Policy sometimes. Any changes will be posted on this page with the updated date at the top. Please review this Privacy Policy periodically to stay informed about how we are protecting your information.

#### 10. Contact Us

If you have any questions about this Privacy Policy or how we handle your personal information, please contact us at:

[Pristine Spaces]
[NancyMcDonald@pristinespaces.org]
[908-220-1381]