

## **PRIVACY POLICY**

Effective Date: 10/1/24

### **Introduction**

This Privacy Policy describes how Susan Taylor Official (“we,” “us” or “our”) collects, uses, and protects the personal information you provide when using our website, susantaylorofficial.com (the “Service”). Your privacy is important to us, and we are committed to protecting your personal information.

### **Information We Collect**

1. **Personal Information:** When you use our Service, we may collect personal information such as your name, email address, phone number, and any other information you choose to provide to us when contacting us.
2. **Usage Information:** We may automatically collect information about your use of the Service, including your IP address, browser type, and the pages you visit. This information helps us improve our Service and tailor it to your needs.

### **Use of Information**

We use the information we collect for the following purposes:

1. **Communication:** We may use your contact information to respond to your inquiries and provide you with the information and services you request.
2. **Service Improvement:** We may use usage information to enhance and personalize your experience when using the Service.
3. **Legal Compliance:** We may process your information as required to comply with applicable laws, regulations, or legal processes.

### **Sharing of Information**

We will not sell, trade, or otherwise transfer your personal information to third parties. However, we may share your information with trusted service providers who assist us in operating the Service and delivering the information and services you request.

### **Cookies and Similar Technologies**

Our Service may use cookies and similar technologies to collect and store information about your preferences and browsing habits. You can manage your cookie preferences by adjusting the settings in your web browser.

### **Security**

We take reasonable steps to protect your personal information from unauthorized access, disclosure, alteration, or destruction. However, no method of data transmission over the Internet is entirely secure, and we cannot guarantee absolute security.

### **Your Choices**

You have the right to:

- Access, correct, or delete your personal information.

- Opt out of marketing communications.
- Lodge a complaint with a data protection authority if you believe your rights have been violated.

**Changes to this Privacy Policy**

We reserve the right to update this Privacy Policy to reflect changes in our practices and applicable laws. We will notify you of any significant changes by posting a prominent notice on our website.

**Contact Us**

If you have any questions or concerns about this Privacy Policy, please contact us.