# **Privacy Policy**

**Effective Date:** 09.01.2025

This Privacy Policy describes how [Your Business Name] ("we," "our," or "us") collects, uses, and protects your personal information when you visit our website [goldfinchvirtualsolutions.com], use our services, or otherwise interact with us.

#### **Information We Collect**

We may collect the following types of information:

- **Personal Information**: Name, email address, phone number, billing information, and other details you provide when signing up for services or subscribing to our emails.
- **Usage Data**: Information about how you interact with our website, such as IP address, browser type, pages visited, and time spent on the site.
- Cookies and Tracking: We may use cookies or similar technologies to enhance your experience and analyze site usage.

### **How We Use Your Information**

We use your information to:

- Provide and manage our services.
- Send you email updates, newsletters, or marketing communications (you may opt out at any time).
- Process payments and fulfill orders.
- Improve our website, offerings, and customer experience.
- Comply with legal and regulatory obligations.

## **Sharing of Information**

We do not sell or rent your personal information. We may share information with:

- Trusted third-party service providers (such as email platforms, payment processors, and website hosting services) who assist us in operating our business.
- Legal authorities if required by law or to protect our rights.

# **Data Security**

We take reasonable measures to protect your personal information from unauthorized access, alteration, disclosure, or destruction. However, no online system can be guaranteed 100% secure.

### **Your Rights**

You have the right to:

- Access the personal information we hold about you.
- Request corrections or updates to your data.
- Unsubscribe from marketing emails by clicking the "unsubscribe" link at the bottom of our emails.
- Request deletion of your personal information, subject to legal or contractual obligations.

### **Third-Party Links**

Our website may contain links to third-party websites. We are not responsible for the privacy practices of other sites and encourage you to review their policies.

# **Updates to This Policy**

We may update this Privacy Policy from time to time. Changes will be posted on this page with an updated effective date.

#### **Contact Us**

If you have questions about this Privacy Policy or your personal data, please contact us at: Laura Stevens/Dallas TX

Email: laura@goldfinchvirtualsoutions.com Website: goldfinchvirtualsolutions.com