## MSL Notary & Signing Services Privacy Policy

#### Introduction

Welcome to MSL Notary & Signing Services. We value your privacy and are committed to protecting your personal data. This Privacy Policy explains how we collect, use, and safeguard your information when you visit our website <u>www.mslnotarysigningservices.com</u>, as well as your choices regarding your information. Please read this policy carefully. If you do not agree with the terms of this Privacy Policy, please do not access the site.

# 1. Information We Collect

We may collect the following types of information:

- Personal Information: Includes name, email address, phone number, and other contact details when you voluntarily submit them through forms, sign-ups, or account creation.
- Payment Information: For purchases, we may collect payment details, including credit card numbers, billing addresses, and other relevant information.
- Usage Data: Information about how you access and interact with our website, such as IP address, browser type, device information, and pages viewed.
- Cookies and Tracking Technologies: We use cookies and similar technologies to collect information that helps us improve our website experience. For more details, refer to our Cookies Policy.

## 2. How We Use Your Information

We use the information we collect for the following purposes:

- To provide and maintain our services.
- To process and fulfill orders and transactions.
- To send you updates, newsletters, and marketing communications.
- To improve and personalize your user experience.
- To respond to inquiries, comments, or customer service requests.
- To comply with legal obligations and protect our legal rights.

# 3. Sharing Your Information

We do not sell or share your personal information with third parties except in the following cases:

- Service Providers: We may share information with third-party service providers who perform services on our behalf (e.g., payment processors, marketing platforms).
- Compliance with Laws: If required by law or if we believe it is necessary to protect our rights, we may share information with law enforcement or government agencies.
- Business Transfers: In the event of a merger, acquisition, or sale of company assets, your information may be transferred.

# 4. Data Security

We take reasonable measures to protect your information from unauthorized access, use, or disclosure. However, please note that no method of transmission over the Internet is 100% secure, and we cannot guarantee absolute security.

### 5. Your Rights and Choices

Depending on your jurisdiction, you may have the right to:

- Access the personal information we hold about you.
- Request corrections or updates to your information.
- Opt-out of marketing communications.
- Request deletion of your personal data.

To exercise these rights, please contact us at info@mslnotarysigningservices.com.

#### 6. Children's Privacy

Our website is not directed toward individuals under the age of 16. We do not knowingly collect personal information from children. If you become aware that a child has provided us with personal data, please contact us immediately.

#### 7. Third-Party Links

Our website may contain links to other websites not operated by us. We have no control over the content and privacy practices of these websites. We encourage you to review the privacy policy of any third-party site you visit.

### 8. Changes to This Policy

We may update this Privacy Policy from time to time. The updated version will be indicated by an updated "Last Updated" date, and the changes will take effect upon posting. Please review this page periodically to stay informed about how we protect your information.

#### 9. Contact Us

If you have any questions or concerns about this Privacy Policy or our data practices, please contact us:

Email: info@mslnotarysigningservices.com Atlanta, GA 30309 Last Updated: 6/7/2025