

# Privacy Policy

Sign & Seal Loan & Notary Services LLC

Effective Date: March 16, 2025

At Sign & Seal Loan & Notary Services LLC, your privacy is important to us. This Privacy Policy explains how we collect, use, and protect your personal information.

## 1. Information We Collect

- Full name, phone number, email address
- Home or business address
- Identification documents (e.g., driver's license, passport)
- Loan or legal documents for notary services

## 2. How We Use Your Information

- To confirm and complete notary or loan signing appointments
- To verify identity for notarization
- To communicate with you about services
- To comply with legal and notarial record-keeping requirements

## 3. Information Sharing

We do not sell or share your personal information with third parties, except:

- When legally required by law or court order
- To trusted partners for service fulfillment (e.g., document delivery)

## 4. Data Security

We take appropriate measures to protect your information, including secure storage of physical documents and password-protected electronic systems.

## 5. Your Rights

You may request access to the personal data we have on file or ask us to delete certain records, subject to legal retention requirements.

## **Privacy Policy**

### **6. Contact Us**

Sign & Seal Loan & Notary Services LLC

Email: [signandsealloan@gmail.com](mailto:signandsealloan@gmail.com)

Phone: 937-738-0638