

# **Privacy Policy for Calming Spaces by Charlotte, LLC**

Effective Date: June 7, 2025

## **1. Information We Collect**

- Personal Information: Name, address, phone number, email address, and other contact details.
- Service Information: Details you share during consultations or appointments about your home, office, or organizing needs.
- Payment Information: Billing details (collected and processed via a secure third-party payment processor).
- Digital Information: Information collected from our website, such as pages visited and cookie data.
- Communication Information: Content of emails, messages, and inquiries sent through our website or email.

## **2. How We Use Your Information**

- Schedule and deliver professional organizing services.
- Communicate with you about appointments, follow-ups, and service updates via email or other digital platforms.
- Process payments securely through third-party platforms.
- Improve our website and services based on your feedback and usage patterns.
- Respond to inquiries, feedback, or support requests.
- Maintain internal records securely for client management and scheduling.
- Comply with legal obligations.

## **3. Sharing Your Information**

- We do not sell or rent your personal information. We may share your data with:
  - - Trusted service providers who assist in delivering services (e.g., payment processors, cloud storage, email providers).
  - - Legal authorities, if required to comply with applicable laws or respond to legal process.

## **4. Data Security**

- We implement commercially appropriate and industry standard technical and organizational measures to safeguard your data.
- Your information is stored securely using encrypted systems and reputable cloud-based tools.
- Access to client data is restricted to authorized personnel only.

## **5. Your Choices and Rights**

- You may request to review, update, or delete your personal information at any time by contacting us.
- You can opt out of promotional communications by clicking the unsubscribe link in our emails.
- You have the right to withdraw your consent to data processing at any time, subject to legal or contractual restrictions.

## **6. Cookies and Tracking Technologies**

- Our website uses cookies to personalize your experience and analyze site traffic.
- You may choose to disable cookies through your browser settings, though some site features may be affected.

## **7. Children's Privacy**

- Our services are not directed to individuals under the age of 18. We do not knowingly collect personal information from children.

## **8. Changes to This Policy**

- We may update this policy from time to time. When we do, we will revise the 'Effective Date' at the top of this page.
- We encourage you to review this policy periodically for any updates or changes.

## **9. Contact Us**

- If you have any questions about this Privacy Policy or our data practices, please contact us:
- Calming Spaces by Charlotte, LLC
- [info@calmingspacesbycharlotte.com](mailto:info@calmingspacesbycharlotte.com)
- 984-276-1933

