

# CLIENT DATA POLICY

## Community Gutters:

Community Gutters is committed to protecting the privacy and security of its customers' personal data. This data protection policy outlines how we collect, use, and protect personal data in accordance with applicable laws and regulations, including the General Data Protection Regulation (GDPR).

### 2. Scope

This policy applies to all personal data processed by Community Gutters, regardless of the means by which it is collected (e.g. online, in person, or via phone).

### 3. Definitions

- "Personal data" refers to any information that relates to an identified or identifiable natural person.
- "Processing" refers to any operation performed on personal data, including collection, use, storage, and destruction.

### 4. Collection and Use of Personal Data

Community Gutters collects and uses personal data for the following purposes:

- To provide gutter cleaning and repair services to customers
- To communicate with customers about their orders and services
- To process payments and prevent fraud
- To improve our services and tailor them to our customers' needs

We only collect and use personal data that is necessary for these purposes, and we do not use it for any other purpose without obtaining prior consent.

### 5. Data Security

Community Gutters takes appropriate technical and organizational measures to protect personal data from unauthorized access, use, or disclosure. These measures include secure servers, encrypted communication, and restricted access to personal data.

### 6. Data Retention

Community Gutters will retain personal data for as long as necessary to fulfill the purposes for which it was collected, as outlined in this policy. After that, we will delete or anonymize the data in accordance with applicable laws and regulations.

### 7. Data Subjects' Rights

Community Gutters respects the data protection rights of its customers, including the right to access, rectify, erase, restrict, and object to the processing of their personal data. Customers can exercise these rights by contacting us at [contact email or phone number].

### 8. Changes to this Policy

Community Gutters reserves the right to update this data protection policy at any time. We will notify our customers of any significant changes by posting the updated policy on our website and/or through other means of communication.

### 9. Contact Information

If you have any questions or concerns about how we handle your personal data, please contact us at [Trusted@CommunityGutters.com].