



PRIVACY POLICY: THE PRIVACY POLICY OF Southlake Concierge Company

Southlake Concierge Company is committed to protecting any information we collect about you. The privacy of our clients is always of utmost importance to us. The purpose of this Privacy Policy is to describe what information Southlake Concierge Company collects about you and how that information is used.

Information collected

We collect personal information about you when you engage the services of Southlake Concierge Company. This will include your name, address, email address, telephone numbers, payment details, credit card details, and billing addresses. We understand this information is highly sensitive. Thus, information is never shared with third parties and is for the use of Southlake Concierge Company only. We hold the privacy and details of current and finished client requirements and we also hold feedback on or from clients and suppliers.

Access to Information

Southlake Concierge Company will make any information held on our clients and supplier/merchant available to the client or supplier/merchant in question and undertake to correct it, if needed. We will also remove any personal information from our database at the request of the client if requested to do so. Requests for access to individual information or removal of information should be made in writing to Southlake Concierge Company and email to info@southlakeconcierge.com

Use of Information

Southlake Concierge Company only uses your personal information for the original purposes it was given. Southlake Concierge Company will not disclose, use, give or sell any personal information to third parties for any purposes other than to suppliers/merchants and other third parties who need to know in order to deliver services on behalf of our client; unless required to do so by law.

Cookies

Southlake Concierge Company does not use cookies, if however, at any such time in the future we introduced the use of cookies our clients and suppliers will be informed with 30-day notice by email.

Consent

By accepting our Terms and Conditions and using the services provided by Southlake Concierge Company, you consent to the collection and use of your personal data by Southlake Concierge Company for the purposes outlined above and for any other purpose which is reasonably necessary for us to provide proper services in accordance with our Terms and Conditions. In the event changes or alterations to this Privacy statement are made, Southlake Concierge Company clients and suppliers will be notified by email with a 30-day notice of the changes taking effect. If you have any questions or concerns about the services Southlake Concierge Company provides, please contact us in writing at info@southlakeconcierge.com