

## **Privacy Notice**

This privacy notice discloses the privacy practices for [www.sendintheelves.com](http://www.sendintheelves.com) This privacy notice applies all information collected by this website and any other websites associated with or managed by Seven Sources LLC dba The Elves. It will notify you of the following:

1. What personally identifiable information is collected from you through the website, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

### **Information Collection, Use, and Sharing**

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e.g. to ship an order.

Unless you ask us not to, we may contact you via email in the future to tell you about specials, new products or services, or changes to this privacy policy.

### **Your Access to and Control Over Information**

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

### **Security**

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

All personal information collected will be treated in a secure and sensitive manner. Only those directly involved in the coordination and performance of services will have access to the aforementioned information. All information not used will be destroyed in a timely and complete fashion. No personal information will be saved from year to year outside of basic contact information for the purposes of future engagements.

**If you have any questions about the nature in which your information is protected please contact us at 919-374-3399 or by email at [stephen@sendintheelves.com](mailto:stephen@sendintheelves.com)**