

# eAsset Solutions, LLC Privacy Policy

**Effective Date:** 2024-03-07

## Introduction

This Privacy Policy describes how eAsset Solutions, LLC ("we," "us," or "our") collects, uses, and discloses your personal information when you use our website. It also describes the choices you have associated with your data and how you can contact us about our privacy practices.

## Information We Collect

We collect the following information about you, only when you submit it in either our "Contact Us" or "Request Service" online form.

- **Customer Name:** We collect your name to personalize your experience and identify you within our system.
- **Email Address:** We collect your email address to communicate with you about our products, services, offers, and promotions, and to respond to your inquiries.
- **Address:** We collect your billing address to process your orders and payments.
- **Phone Number:** We collect your phone number to contact you regarding your orders, deliveries, or for customer service purposes.

## Use of Your Information

We use the information we collect about you for the following purposes:

- To fulfill and manage your orders, purchases, and payments.
- To send you administrative information, including information about your account, orders, and payments.
- To personalize your experience with our Services.
- To send you marketing and promotional communications, if you choose to opt-in.
- To respond to your inquiries and requests.
- To improve our Services and develop new products and features.

## Sharing of Your Information

We will not share or sell your personal information to third parties without your consent. We may share your information with third-party service providers who help us operate our business and provide our Services, such as payment processors, shipping companies, and marketing agencies. These service providers are obligated to protect your information and use it only to provide the services we have requested.

We may also disclose your information if we are required to do so by law or in the good faith belief that such disclosure is necessary to comply with a court order, subpoena, or other legal process, or to protect the rights or property of us or others.

## **Your Choices**

You have the following choices regarding your information:

- You can opt out of receiving marketing and promotional communications from us by following the unsubscribe instructions in those communications.
- You can access and update your information by contacting us at [info@eassetsolutions.com](mailto:info@eassetsolutions.com)
- You can request that we delete your information by contacting us at [info@eassetsolutions.com](mailto:info@eassetsolutions.com)
- We will respond to your request within a reasonable timeframe.

## **Data Security**

We take reasonable steps to protect the aforementioned “Information We Collect” from unauthorized access, disclosure, alteration, or destruction. However, no internet transmission or electronic storage method is completely secure, so we cannot guarantee the absolute security of your information.

## **Children's Privacy**

Our Services are not directed to children under the age of 13. We do not knowingly collect personal information from children under 13. If you are a parent or guardian and you believe that your child has provided us with personal information, please contact us. If we become aware that we have collected personal information from a child under 13, we will take steps to delete that information.

## **Changes to this Privacy Policy**

We may update this Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on our website. You are advised to review this Privacy Policy periodically for any changes.

## **Contact Us**

If you have any questions about this Privacy Policy, please contact us at:

- **Email:** [info@eassetsolutions.com](mailto:info@eassetsolutions.com)
- **Phone:** 703-534-5865