



## **YOUR PERSONNEL & PAYROLL SERVICES LLC PRIVACY POLICY**

Effective Date: 4 January 2024

Your Personnel & Payroll Services LLC ("we," "us," or "our") is committed to protecting the privacy of our users. This Privacy Policy outlines how we collect, use, disclose, and safeguard your personal information when you visit our website [www.yourpeopleservices.com](http://www.yourpeopleservices.com) or use our services.

By accessing our website or using our services, you consent to the collection, use, and disclosure of your information in accordance with this Privacy Policy.

### **1. Information We Collect**

We may collect personal information from you when you voluntarily provide it to us through various means, including but not limited to:

- When you register for an account on our website.
- When you subscribe to our newsletter or marketing communications.
- When you make a purchase or request services from us.
- When you participate in surveys, contests, or promotions.
- When you contact us for customer support or other inquiries.

The types of personal information we may collect include:

- Name
- Email address
- Mailing address
- Phone number
- Payment information (e.g., credit card details)
- User-generated content (e.g., comments, reviews)

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

We may use the information we collect for various purposes, including but not limited to:

- Providing and personalizing our services to you.

- Processing transactions and fulfilling orders.
- Communicating with you, including responding to your inquiries and providing customer support.
- Sending you promotional offers, newsletters, and marketing communications.
- Conducting research and analysis to improve our products and services.
- Complying with legal obligations and enforcing our terms and policies.

### **3. How We Share Your Information**

We may share your personal information with third parties in the following circumstances:

- With service providers who assist us in operating our website and providing our services (e.g., payment processors, shipping companies).
- With business partners, advertisers, and other third parties for marketing and promotional purposes, where you have consented to such sharing.
- With law enforcement agencies, government authorities, or other third parties when required by law or to protect our rights, property, or safety, or the rights, property, or safety of others.
- In connection with a business transaction, such as a merger, acquisition, or sale of assets.

### **4. Cookies and Tracking Technologies**

We use cookies and similar tracking technologies to enhance your experience on our website, analyze trends, administer the website, track users' movements around the site, and gather demographic information. You can control the use of cookies through your browser settings.

### **5. Third-Party Links**

Our website may contain links to third-party websites or services that are not owned or controlled by us. We are not responsible for the privacy practices or content of these third-party sites. We encourage you to review the privacy policies of any third-party sites you visit.

### **6. Data Security**

We take reasonable measures to protect the security of your personal information against unauthorized access, alteration, disclosure, or destruction. However, no method of transmission over the internet or electronic storage is 100% secure, and we cannot guarantee absolute security.

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

Our website and services are not intended for children under the age of 13. We do not knowingly collect personal information from children under the age of 13. If you believe that we

may have collected personal information from a child under the age of 13, please contact us immediately.

## **8. Your Choices**

You have the right to access, update, and delete your personal information. You may also opt-out of receiving marketing communications from us by following the instructions provided in the communication or by contacting us directly.

## **9. Changes to This Privacy Policy**

We reserve the right to update or change this Privacy Policy at any time. Any changes will be effective immediately upon posting the revised Privacy Policy on our website. We encourage you to review this Privacy Policy periodically for any updates.

## **10. Contact Us**

If you have any questions or concerns about this Privacy Policy or our privacy practices, please contact us immediately at [info@yourpeopleservices.com](mailto:info@yourpeopleservices.com).

Last Updated: 28 February 2024

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