



## Website Privacy Policy

*Kelly Commercial Cleaning Services, LLC* respects your right to privacy. This privacy policy discloses the privacy practices for [www.kellycommercialcleaning.com](http://www.kellycommercialcleaning.com). This privacy policy applies solely to information collected by this website. It will notify you of the following:

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

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

We are the sole owner of information collected on this site and agree not to sell your personal information to anyone or to share with third parties, except:

- when required by law to comply with a court order or judicial proceeding;
- when we may use outside companies to ship literature or supplies, mail marketing materials to further solicit your business; or a financial institution to process online credit card payments.

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 literature. 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.

### **2. 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.

### **3. Use of Cookies**

We use "cookies" on this site. A cookie is a piece of data stored on a site visitor's hard drive to help us improve your access to our site and identify repeat visitors to our site. For instance, when we use a cookie to identify you, you would not have to log in a password more than once, thereby saving time while on our site. Cookies can also enable us to track and target the interests of our users to enhance the experience on our site. Usage of a cookie is in no way linked to any personally identifiable information on our site.

### **4. Registration**

In order to use this website, a user must first complete the registration form. During registration a user is required to give certain information (such as name and email address). This information is used to contact you about the products/services on our site in which you have expressed interest. At your option, you may also provide demographic information (such as gender or age) about yourself, but it is not required.



## Website Privacy Policy (continued)

### 5. Updates

This Privacy Policy may change from time to time and all updates will be posted on this page.

### 6. Governance

This Privacy Policy shall govern the use of information provided by you at this web site. If you are providing personal and/or contact information for an individual or entity other than yourself, you agree to have obtained the full permission and consent of that entity or individual prior to providing that individual or entity's personal and/or contact information.

If users have any questions or concerns regarding this policy, please feel free to contact us at:

**Kelly Commercial Cleaning Services, LLC**  
P.O. Box 2253 - Kennesaw, GA 30156  
Tel: (770) 428-2226