

Privacy Policy for SignatureGuard Notary

Effective Date: May 2024

1. Introduction

SignatureGuard Notary ("we," "our," or "us") is committed to protecting your privacy. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you visit our website, use our services, or engage with us in any manner.

2. Information We Collect

We may collect information about you in a variety of ways, including:

- **Personal Information:** When you use our services, you may provide us with personal information such as your name, address, phone number, email address, and any other information you choose to provide.
 - **Document Information:** We may collect information contained in the documents you provide for notarization, including but not limited to personal identification details, signatures, and other sensitive information.
 - **Usage Data:** Our website may collect information about your interaction with our site, including your IP address, browser type, access times, and the pages you viewed directly before and after accessing our website.
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3. Use of Your Information

We use the information we collect to:

- Provide, operate, and maintain our services.
 - Improve, personalize, and expand our services.
 - Communicate with you, including sending you updates and information related to your notary services.
 - Process your transactions and manage your orders.
 - Understand and analyze how you use our website and services.
 - Develop new products, services, features, and functionality.
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4. Sharing Your Information

We do not sell, trade, or rent your personal information to others. We may share your information in the following situations:

- **With Service Providers:** We may share your information with third-party service providers who perform services on our behalf, such as payment processing, data analysis, email delivery, and customer service.
 - **For Legal Purposes:** We may disclose your information if required to do so by law or in response to valid requests by public authorities (e.g., a court or government agency).
 - **Business Transfers:** If we undergo a merger, acquisition, or sale of all or a portion of our assets, your information may be transferred as part of that transaction.
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5. Data Security

We use administrative, technical, and physical security measures to help protect your personal information. While we have taken reasonable steps to secure the personal information you provide to us, please be aware that no security measures are perfect or impenetrable, and we cannot guarantee the security of your information.

6. Your Data Protection Rights

Depending on your location, you may have the following rights regarding your personal information:

- The right to access – You have the right to request copies of your personal information.
- The right to rectification – You have the right to request that we correct any information you believe is inaccurate or complete information you believe is incomplete.
- The right to erasure – You have the right to request that we erase your personal information, under certain conditions.
- The right to restrict processing – You have the right to request that we restrict the processing of your personal information, under certain conditions.
- The right to object to processing – You have the right to object to our processing of your personal information, under certain conditions.
- The right to data portability – You have the right to request that we transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our provided contact information.

7. Changes to This Privacy Policy

We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page and updating the effective date at the top. You are advised to review this Privacy Policy periodically for any changes.

8. Contact Us

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

Phone: 954-501-0127

Email: signatureguardnotary@gmail.com

By using our services, you consent to this Privacy Policy.