

## **SRB Works, LLC Privacy Policy**

### **1. Introduction**

SRB Works, LLC is committed to protecting your privacy. This Privacy Policy outlines how we collect, use, disclose, and safeguard your personal information in compliance with applicable privacy laws.

### **2. Information We Collect**

We may collect the following types of information:

- **Personal/Business Information:** Name, address, phone number, email address, and other information you provide by contracting with us.
- **Usage Data:** Information about how you use our services.
- **Financial Information:** Payment details and transaction history.

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

We use the collected information for the following

- To provide and manage our services.
- To process billing and transactions and send you related information, including invoices and payment confirmations.
- To communicate with you, including responding to your comments, questions, and requests.
- To send you technical notices, updates, security alerts, and support messages.
- To improve our website and services.

### **4. Sharing Your Information**

We do not sell, trade or share your personal information. No contact information collected will be shared with third parties or affiliates for marketing purposes. Information will be used solely for the purpose of completing the work for which we have been contracted, or as required by law.

### **5. Data Security**

We implement reasonable measures to protect your personal information from unauthorized access, use, or disclosure. However, no internet transmission or electronic storage is completely secure, and we cannot guarantee 100% security.

## **6. Your Rights**

You have the right to:

- Access and request a copy of your personal/business information.
- Request correction of your personal/business information.
- Request deletion of your personal/business information, subject to legal restrictions.
- To unsubscribe from our electronic communication lists, please contact us at [Sev@srbworks.com](mailto:Sev@srbworks.com).

## **8. 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.

## **9. Contact Us**

If you have any questions or concerns about this Privacy Policy or our data practices, please contact us, by email at [sev@srbworks.com](mailto:sev@srbworks.com), or by phone at +1 202.374.5755.