



# Privacy Policy for LKEAA Processing Services

**Effective Date: 2/5/2025**

## 1. Introduction

LKEAA Processing Services, operating within the bounds of legal and ethical guidelines, is dedicated to upholding the privacy of individuals whose data we gather and handle in the course of providing process serving services. ("we," "us," or "our") is committed to protecting the privacy of individuals whose information we collect and process in the course of providing process serving services. This Privacy Policy outlines our practices regarding the collection, use, disclosure, and protection of your personal information.

## 2. Information We Collect

We may collect the following types of information:

- **Information related to service of process:**
  - Name, address, and contact information of the individual to be served.
  - Information provided in the legal documents we are serving.
  - Date, time, and location of service attempts and successful service.
  - Photographs or video recordings documenting service (where legally permissible and necessary).
  - GPS location data related to service attempts.
- **Information from clients:**
  - Name, contact information, and billing information of clients requesting our services.
  - Information provided in service requests.
- **Website and communication data:**
  - Information collected through our website, such as IP address, browser type, and cookies.
  - Information provided through email, phone, or other communication channels.

## 3. How We Use Your Information

We use your information for the following purposes:

- To perform process serving services, including locating individuals and delivering legal documents.
- To communicate with clients regarding service status and related matters.
- To maintain records of service.
- To comply with legal obligations.
- To improve our services.
- For billing and accounting purposes.

#### **4. Disclosure of Your Information**

We may disclose your information to:

- Clients who have requested our services.
- Courts and legal authorities, as required by law.
- Third-party service providers who assist us in providing our services (e.g., IT support, data storage).
- As required by subpoena or other legal process.
- If we believe disclosure is necessary to protect our rights, property, or safety, or the rights, property, or safety of others.

#### **5. Data Security**

We implement reasonable security measures to protect your information from unauthorized access, use, or disclosure. These measures may include:

- Secure storage of electronic and physical records.
- Restricted access to personal information.
- Regular security assessments and updates.

#### **6. Data Retention**

We retain your information for as long as necessary to fulfill the purposes outlined in this Privacy Policy, unless a longer retention period is required or permitted by law. Legal documents and proof of service may be retained for longer periods to comply with legal requirements.

#### **7. Your Rights**

Depending on your jurisdiction, you may have the following rights:

- Right to access your personal information.
- Right to rectify inaccurate personal information.
- Right to erase your personal information (where applicable).
- Right to restrict the processing of your personal information.
- Right to data portability.
- Right to object to the processing of your personal information.
- Rights related to automated decision making and profiling.



To exercise these rights, please contact us using the contact information provided below.

### **8. Cookies and Tracking Technologies**

Our website may use cookies and other tracking technologies to enhance user experience and collect information about website usage. You can manage your cookie preferences through your browser settings.

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

We may update this Privacy Policy from time to time. We will post any changes on our website and update the "Effective Date" above. Your continued use of our services after any changes constitutes your acceptance of the revised Privacy Policy.

### **10. Contact Us**

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

LKEAA Processing Services  
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(940) 442-9131  
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