

## **Privacy Policy**

Thank you for visiting Tessa Cleaning Services website. Your privacy is very important to us. This Online Privacy Policy applies to personal information collected through our website and describes how Tessa Cleaning Services protects your privacy when you use our website. "Personal Information" means information available to use that can be used on its own or with other information to contact, to locate, or to identify you personally such as name, address, telephone number, e-mail address etc. At Tessa Cleaning Services we are committed to protecting your online privacy.

### **Your Consent to This Online Privacy Policy**

By using our website, you are agreeing to the collection, use and disclosure of your Personal Information as described in this Online Privacy Policy. If you do not consent to the collection, use, and disclosure of your Personal Information as described in this Online Privacy Policy, you are not permitted to use our website.

Upon use of our site, you agree to authorize Tessa Cleaning Services to utilize information about you to obtain other information if needed to fulfill the delivery of goods or services.

In addition, the Company reserves the express right to release your information to third parties under these conditions:

1. If the Company believes the Site or services on the Site have been used in violation of the Site's Terms and Conditions or to commit any unlawful acts,
2. If the information is subpoenaed by a regulatory or law enforcement agency,
3. If the Company is sold or acquired,

### **What Personal Information Do we Collect? How Do We Use It?**

We collect the Personal Information you knowingly and voluntarily provide when you use our site, for example, the information you provide to obtain a quote or contract service from us (such as your name, address, phone number, e-mail address) and if applicable, financial information (such as credit card number, expiration date).

The information you provide enables Tessa Cleaning Services to process your requests and reply to your needs promptly.

Any information the Company may collect from you can be added to our database in order to be used in future marketing efforts for the Company, including email or postal mailings. Such messages may be regarding site updates, new products and services provided by the Company, upcoming promotions, and the status of any orders or requests that have been placed by you with the Company.

## **Security**

We guarantee full discretion and security. We agree not to duplicate our customer's keys; upon cancellation, we return the keys within 3 business days.

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline. Only qualified employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information.

### **Will Tessa Cleaning Services Disclose the Information it collects to Outside Parties?**

Tessa Cleaning Services does not sell, rent, nor share any of your personal information, including your email address to third parties for marketing purposes.

### **Questions Concerning Our Online Privacy Practices**

If you have any questions or concerns regarding this Online Privacy Policy or our privacy practices, please:

1. Send an email to [info@tessacleaning.com](mailto:info@tessacleaning.com)
2. Write to us at 5047 W. Main St #329, Kalamazoo, Michigan 49009
3. Or call us at: (269) 267-8661.