

## **Privacy Policy**

Effective Date: 1/1/2021

### **Introduction**

At Sanko Custom Carpentry ("we," "us," or "our"), we are committed to protecting your privacy and ensuring that your personal information is handled securely and responsibly. This Privacy Policy outlines how we collect, use, disclose, and safeguard your information when you visit our website, interact with us, or use our services.

### **Information We Collect**

#### **1. Personal Information**

- Name
- Email address
- Phone number
- Mailing address
- Payment information (collected securely and not stored beyond the transaction)

#### **2. Non-Personal Information**

- Browser type
- Operating system
- IP address
- Usage data, including pages viewed and time spent on our website

### **How We Use Your Information**

We may use your information for the following purposes:

- To provide and manage our services, including order processing and delivery.
- To communicate with you regarding your inquiries, orders, or other interactions.
- To improve our website, products, and services based on user behavior and feedback.
- To send promotional materials, newsletters, or updates if you opt in to receive them.
- To comply with legal obligations or resolve disputes.

### **Sharing Your Information**

We do not sell or rent your personal information to third parties. However, we may share your information in the following scenarios:

- With service providers who assist in business operations (e.g., payment processors, shipping companies).
- As required by law or to protect our rights, property, or safety.
- In connection with a business transaction, such as a merger, acquisition, or asset sale.

### **Cookies and Tracking Technologies**

Our website may use cookies and similar technologies to enhance your user experience. Cookies are small files stored on your device that help us analyze web traffic and improve our website. You can modify your browser settings to decline cookies; however, some features of our site may not function properly without them.

### **Data Security**

We implement appropriate technical and organizational measures to safeguard your personal information. Despite our efforts, no method of transmission over the Internet or electronic storage is 100% secure, and we cannot guarantee absolute security.

### **Your Choices**

- **Access and Update:** You can request access to or updates of your personal information by contacting us.
- **Opt-Out:** You can opt out of receiving promotional communications at any time by following the unsubscribe instructions included in the emails or by contacting us directly.
- **Cookies:** You can disable cookies through your browser settings.

### **Children's Privacy**

Our services are not directed to individuals under 13 years of age, and we do not knowingly collect personal information from children. If we become aware that we have collected personal data from a child under 13, we will take steps to delete the information promptly.

### **Third-Party Links**

Our website may contain links to third-party websites. We are not responsible for the privacy practices or content of these sites. We encourage you to review the privacy policies of any third-party websites you visit.

### **Changes to This Privacy Policy**

We may update this Privacy Policy from time to time to reflect changes in our practices or for other operational, legal, or regulatory reasons. The updated policy will be posted on our website with the effective date.

### **Contact Us**

If you have questions or concerns about this Privacy Policy or how we handle your personal information, please contact us:

Sanko Custom Carpentry

Email: [info@sankollc.com](mailto:info@sankollc.com)

Phone: 720-340-3577

Mailing Address: 2780 Industrial Lane Unit B Broomfield, CO 80020

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Thank you for trusting Sanko Custom Carpentry with your personal information.