

Sorted Solutions, LLC – Privacy Policy

Effective Date: 12/17/2025

Sorted Solutions, LLC (“we,” “us,” or “our”) is committed to protecting your privacy. This Privacy Policy explains how we collect, use, disclose, and safeguard your personal information when you interact with our website, forms, communications, or services. By using our services, you acknowledge and agree to the practices described in this Policy.

1. Information We Collect

1.1 Contact Information: Name, email address, phone number, and any other details provided when completing forms, communicating with us, or booking services.

1.2 Payment Information: Billing details processed securely through third-party payment providers. We **do not store full credit or debit card numbers**.

1.3 Service-Related Information: Notes, preferences, communications, photos, and other information shared to deliver services effectively.

1.4 Website & Usage Data: Information collected automatically through cookies, analytics, or other tracking technologies (e.g., IP address, browser type, pages visited).

2. How We Use Your Information

2.1 Service Delivery: To provide, manage, and improve our organizing and move concierge services.

2.2 Payment Processing: To process transactions, issue invoices, and maintain client accounts.

2.3 Communication: To send scheduling updates, service confirmations, reminders, promotional offers, and notices relevant to our services.

2.4 Website & Analytics: To monitor site usage, improve functionality, and optimize user experience.

2.5 Legal Compliance: To comply with applicable laws, enforce agreements, or protect our rights.

2.6 We do not sell or rent your personal information.

3. Sharing of Information

3.1 We may share information with trusted **third-party service providers** performing services on our behalf, including payment processing, scheduling, communications, or

analytics.

3.2 Third-party providers are obligated to protect your information and may not use it for their own purposes.

3.3 We may disclose information if required by law, legal process, or to protect our rights, property, or safety of others.

4. Data Retention

4.1 We retain personal information only as long as necessary to provide services, comply with legal obligations, resolve disputes, and enforce agreements.

4.2 After this period, information is securely deleted or anonymized.

5. Your Rights Under Texas Law

5.1 **Access and Correction:** You may request access to personal information we maintain and request corrections if data is inaccurate or incomplete.

5.2 **Deletion:** You may request deletion of your personal information, subject to operational or legal requirements.

5.3 **Opt-Out:** You may opt out of receiving marketing emails and communications. (Note: We do not sell or use personal information for targeted advertising.)

5.4 Requests to exercise these rights should be sent to **allison@sorted-solutions.net**.

6. Data Security

6.1 We implement reasonable administrative, technical, and physical safeguards to protect your personal information from unauthorized access, disclosure, alteration, or misuse.

6.2 No system can guarantee absolute security; by using our services, you acknowledge and accept this limitation.

7. Cookies and Tracking Technologies

7.1 Our website may use cookies, analytics, or similar technologies to collect usage information and improve website functionality.

7.2 You may disable cookies via your browser settings, but some features of the website may not function properly.

8. Third-Party Services

8.1 We may use third-party providers for payment processing, scheduling, communications, or website functionality.

8.2 These providers have their own privacy policies; we encourage you to review them.

9. Children's Privacy

9.1 Our services and website are not intended for children under 13.

9.2 We do not knowingly collect personal information from children under 13.

10. Updates to This Policy

10.1 We may update this Privacy Policy periodically to reflect changes in our practices, services, or legal requirements.

10.2 The **"Effective Date"** will be updated to reflect the most recent version.

10.3 Continued use of our website or services constitutes acceptance of the revised Privacy Policy.

11. Contact Us

11.1 For questions or concerns regarding this Privacy Policy or your personal information, please contact:

Email: allison@sorted-solutions.net