

## **Privacy Notice**

### **Clayton Heating & Air Conditioning**

This privacy notice discloses the privacy practices put in place by [www.clayton-heating.com](http://www.clayton-heating.com). This privacy notice applies only to information collected by this web site. You will be notified of the following:

1. Specifically, what personal information has been collected from you through this web site, how it will be used, and whom will have access to it.
2. The choices you have regarding how your personal information will be used.
3. How your information is protected against misuse.
4. How to correct/edit your personal information.

#### **Information Collection, Use, and Sharing**

We are the only owners of the information collected on this site. We only have access to information that you voluntarily give us by email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information by means of communication, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e.g. to ship an order. Unless you ask us not to, we may contact you via email in the future to tell you about specials, new products or services, or changes to this privacy policy.

#### **Your Access to and Control Over Information**

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

- See what information we have about you, if any.
- Change/correct any information we have about you.
- Have us delete any information we have about you.
- Express any concern you have about our use of your personal information.

#### **Security**

We insure the protection of your information both online and offline.

If we collect delicate information (such as credit card data), the information is encrypted and transmitted to us securely. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (e.g., billing or customer service) are granted access to your personal information. The computers and/or servers in which we store your personal information are kept in a secure environment.

**If you feel that we are not abiding by this privacy policy, you should contact us immediately at [\(330\) 782-8035](tel:3307828035) or [tim@clayton-heating.com](mailto:tim@clayton-heating.com).**