

Privacy Policy

Effective Date: 12/20/2025

This Privacy Policy explains how **Stephanie Ulysse – Marketing & Administrative Services** (“we,” “us,” or “our”) collects, uses, protects, and discloses personal information obtained through our website, communications, and services.

By using this website or engaging our services, you consent to the practices described in this policy.

1. Information We Collect

We may collect the following types of information:

Personal Information

- Name
- Email address
- Phone number
- Business name and details
- Billing and payment information

Usage & Technical Information

- IP address
- Browser type
- Device information
- Pages visited and time spent on the website

2. How We Use Information

Information collected may be used to: - Provide and manage services - Communicate with clients and prospects - Process invoices and payments - Improve website functionality and user experience - Maintain business records - Comply with legal obligations

3. How Information Is Collected

Information may be collected through: - Website contact or inquiry forms - Email communications - Client onboarding documents - Payment processors - Cookies and analytics tools

4. Cookies & Tracking Technologies

Our website may use cookies or similar technologies to enhance functionality and analyze traffic. Cookies do not collect personally identifiable information unless voluntarily provided.

Users may disable cookies through their browser settings; however, some features of the website may not function properly.

5. Sharing of Information

We do **not** sell or rent personal information.

Information may be shared only with: - Trusted third-party service providers (e.g., payment processors, email platforms, CRM systems) - Legal or regulatory authorities if required by law

Third parties are responsible for their own privacy practices.

6. Data Security

Reasonable administrative, technical, and physical safeguards are used to protect personal information. However, no method of transmission over the internet or electronic storage is 100% secure.

7. Data Retention

Personal information is retained only as long as necessary to fulfill business purposes, comply with legal requirements, or resolve disputes.

8. Client Rights

Clients may request to: - Access their personal information - Correct inaccurate information - Request deletion of personal data (subject to legal or contractual obligations)

Requests can be submitted using the contact information below.

9. Children's Privacy

This website and services are not intended for individuals under the age of 18. We do not knowingly collect personal information from minors.

10. External Links

This website may contain links to third-party websites. We are not responsible for the privacy practices or content of external sites.

11. Changes to This Privacy Policy

This Privacy Policy may be updated at any time. Updates will be posted on this page with a revised effective date. Continued use of the website or services constitutes acceptance of any changes.

12. Contact Information

For questions or concerns regarding this Privacy Policy, contact:

Stephanie Ulysse

Marketing & Administrative Services

Email: stephbeez@outlook.com

This Privacy Policy is provided for general business purposes and does not constitute legal advice.