

# **Privacy Policy for Horton IT Enterprises**

At **Horton IT Enterprises** we respect your privacy and are committed to protecting the personal information that you share with us. This Privacy Policy outlines how we collect, use, and safeguard your data when you visit our website or engage with our services.

By using our website or services, you agree to the terms of this Privacy Policy. If you have any questions or concerns about this policy, please contact us at [contact email or phone number].

---

## **1. Information We Collect**

We collect information in the following ways:

### **Personal Information**

When you interact with us or use our services, we request that you may provide personal information, including but not limited to:

- Name
- Email address
- Phone number
- Business name
- Billing and shipping addresses
- Payment information (for transactions)
- Job role and business-related preferences (if relevant)

### **Non-Personal Information**

We may also collect non-personal information automatically through your use of our website, such as:

- IP address
- Browser type and version
- Operating system
- Pages visited and interactions on our website
- Device information

This data is used to enhance user experience and improve our website and services.

---

## **2. How We Use Your Information**

We use the information we collect for various purposes, including:

- **Providing Services:** To deliver our IT services, contract procurement, and other related services as requested.
- **Communication:** To respond to inquiries, provide customer support, and send updates about our services.
- **Processing Transactions:** To manage billing, payment processing, and to fulfill orders or contracts.
- **Marketing:** To send promotional materials, newsletters, or service updates (you may opt-out of marketing communications at any time).
- **Improvement:** To analyze user behavior, improve our website, and enhance our services.
- **Legal Compliance:** To comply with applicable laws, regulations, and legal processes.

---

### **3. Data Security**

We take the security of your personal information seriously and implement reasonable technical and organizational measures to protect it. These measures include encryption, secure data storage, and access controls to prevent unauthorized access, disclosure, alteration, or destruction of your personal information.

However, no method of data transmission over the Internet or electronic storage is 100% secure. While we strive to protect your personal information, we cannot guarantee its absolute security.

---

### **4. Sharing Your Information**

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

- **Service Providers:** We may share your information with trusted third-party service providers who assist us in delivering services (such as payment processing, hosting, or IT support). These service providers are required to keep your information confidential and use it only for the purpose of providing services on our behalf.
- **Legal Compliance:** We may disclose your information if required by law, such as in response to a court order, government request, or legal process.
- **Business Transfers:** In the event of a merger, acquisition, or sale of assets, your personal information may be transferred as part of the transaction, and we will notify you via email or a prominent notice on our website.

---

### **5. Cookies and Tracking Technologies**

We use cookies and similar tracking technologies to enhance your experience on our website. Cookies are small data files placed on your device to help us analyze site traffic, improve functionality, and personalize your experience. You can manage your cookie preferences through your browser settings.

For more detailed information on how we use cookies, please refer to our [Cookie Policy, if applicable].

---

## **6. Your Rights and Choices**

You have the following rights regarding your personal information:

- **Access:** You can request access to the personal data we hold about you.
- **Correction:** You can request corrections or updates to your personal information if it is inaccurate or incomplete.
- **Deletion:** You can request the deletion of your personal information, subject to certain legal limitations.
- **Opt-Out:** You can opt-out of receiving promotional emails or other marketing communications at any time by following the unsubscribe instructions in the email or contacting us directly.
- **Data Portability:** You may request a copy of your data in a commonly used, machine-readable format.

To exercise any of these rights, please contact us at [contact email].

---

## **7. Third-Party Links**

Our website may contain links to third-party websites, applications, or services that are not operated by us. We are not responsible for the privacy practices or content of these third parties. We encourage you to review the privacy policies of any third-party sites you visit.

---

## **8. Children's Privacy**

Our website and services are not intended for children under the age of 13, and we do not knowingly collect personal information from children. If we become aware that we have inadvertently collected personal information from a child under 13, we will take steps to delete that information as quickly as possible.

---

## **9. Changes to This Privacy Policy**

We may update this Privacy Policy from time to time to reflect changes in our practices, technology, or legal obligations. When we make updates, we will post the revised policy on our website and indicate the effective date of the changes. We encourage you to review this policy periodically for any updates.

---

## **10. Contact Us**

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

**Horton IT Enterprises**

[5085 Good Hope Road, New Kent, VA 23089]

[[DeanHorton@hortonitenterprises.com](mailto:DeanHorton@hortonitenterprises.com)]

[304-376-8677]