

Privacy Policy

VA Services by Lauren Nicole LLC

Last Updated: November 2025

Applies to: All visitors, subscribers, and clients of VA Services by Lauren Nicole LLC.

1. Information We Collect

We may collect personal information when you:

- Fill out a booking form, inquiry form, or contact form
(Name, email, phone number, business name, message, project details, preferred services)
- Subscribe to a newsletter, updates list, or waitlist (if applicable)
- Enter into a service agreement or request a proposal
- Provide documents, files, or login access necessary for services (only when required)
- Communicate with us through email, messaging apps, or integrated platforms

We only collect information you voluntarily submit.

We do **not** collect sensitive personal information unless you provide it voluntarily and knowingly.

2. How We Use Your Information

We use your information for:

- Responding to inquiries and preparing proposals or quotes
- Delivering services, including project updates, coordination, and support
- Managing scheduling and communication
- Sending service-related reminders or updates
- Maintaining internal business records, invoicing, and documentation
- Improving our services and user experience
- Legal or compliance purposes, if needed (e.g., accounting)

We **do not** sell, rent, or trade personal information with third parties.

3. Data Sharing & Third-Party Services

We may share your information only when necessary to perform our services. Examples include:

- Subcontractors or team members assisting with your project
- Email platforms (e.g., Gmail, Outlook, autoresponders)
- Online scheduling tools
- CRM systems
- Project management and communication tools

- Secure payment processors

All third-party tools used will have their own privacy and security practices. We ensure that anyone who receives your information is bound by confidentiality.

We do **not** share your information with unrelated third parties for marketing, advertising, or unrelated business purposes.

4. Data Storage & Security

We store your data securely using reasonable administrative and technical safeguards, including:

- Password-protected accounts
- Secure cloud tools
- Limited access to data on a need-to-know basis
- Use of two-factor authentication where available

While we strive to protect your information, no online system is 100% secure. You agree to share only information you are authorized to provide.

5. Your Rights & Choices

You may request the following at any time:

- **Access:** A copy of the personal data we have on file
- **Correction:** Updates or fixes to incorrect information
- **Deletion:** Removal of your data when legally permissible
- **Consent withdrawal:** Opting out of emails or non-essential communication

To exercise these rights, email us at:

 support@vaservicesbylh.com

We will respond within a reasonable timeframe, typically within 7–14 business days.

6. Cookies & Tracking Technologies (If Applicable)

If our website uses cookies, tracking pixels, or analytics tools (such as Google Analytics):

- Cookies help measure website performance, improve user experience, and track traffic data
- You may disable cookies in your browser settings
- Some website features may not function properly without cookies

If legally required, you will be notified via a cookie banner upon visiting our site.

7. Data Retention

We retain personal information only for as long as needed to:

- Provide services
- Comply with legal obligations (e.g., tax or accounting records)
- Resolve disputes
- Maintain accurate business records

When data is no longer required, it will be securely deleted.

8. Children's Privacy

Our website and services are not directed to children under 13.

We do not knowingly collect personal information from minors.

If we learn that data from a child under 13 has been submitted, we will delete it promptly.

9. International Visitors

If you access our website from outside the United States, you acknowledge that your information may be transferred and processed in the U.S., where data laws may differ from those in your country.

10. Changes to This Privacy Policy

We may update this Privacy Policy periodically to reflect:

- Changes in services
- New legal requirements
- Business updates

Revisions will be posted with an updated "Last Updated" date. Continued use of our website or services indicates acceptance of the updated policy.

11. Contact Information

If you have questions or requests about this Privacy Policy or your data:

VA Services by Lauren Nicole LLC

Email: support@vaservicesbylh.com