Privacy Policy

Effective Date: October 13, 2013
Website: www.adminamy.com

At Admin Amy, LLC ("Admin Amy," "we," "our," or "us"), your privacy is very important to us. This Privacy Policy explains how we collect, use, and protect your personal information when you visit our website and use our services.

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1. Information We Collect

When you interact with www.adminamy.com, we may collect the following types of information:

- **Personal Information You Provide:**
  - Name, email address, phone number, company name, or other details when you contact us, book a discovery call, or sign up for our services.
- **Automatically Collected Information:**
  - IP address, browser type, device information, and usage data (e.g., pages visited, time spent) through cookies and analytics tools.

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2. How We Use Your Information

We may use your information for purposes such as:

- Providing and improving our services.
- Responding to your inquiries and requests.
- Processing payments (if applicable).
- Sending service updates, newsletters, or promotional content (you can opt-out anytime).
- Complying with legal obligations.

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3. Cookies and Tracking Technologies

We use cookies and similar technologies to:

- Improve website functionality.
- Analyze site traffic and usage.
- Personalize your experience.

You can adjust your browser settings to refuse cookies, but this may limit site functionality.

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4. Sharing Your Information

We do not sell or rent your personal information. We may share it with trusted third parties only in the following cases:

- **Service Providers:** To help us operate our website and business (e.g., payment processors, scheduling tools, email platforms).
- **Legal Requirements:** If required by law or to protect our rights.

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5. Data Retention

We keep your personal information only as long as necessary for business, legal, or contractual purposes.

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6. Security

We take reasonable measures to protect your data from unauthorized access, loss, or misuse. However, no method of transmission or storage is 100% secure.

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7. Your Rights

Depending on your location, you may have rights to:

- Access, update, or delete your personal information.
- Opt-out of marketing communications.
- Request a copy of your data.

To exercise these rights, contact us at: **[Insert your business email address]**.

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8. Third-Party Links

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

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9. Children's Privacy

Our services are not directed to individuals under 18. We do not knowingly collect data from children.

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10. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. Any changes will be posted on this page with a revised effective date.

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11. Contact Us

If you have any questions about this Privacy Policy, please contact us at:

Admin Amy, LLC
📧 info@adminamy.com
🌐 www.adminamy.com