## **Professional Task Assistant Privacy Policy:**

This privacy policy discloses the privacy practices for <u>www.professionaltaskassisant.com</u> This privacy policy applies solely to information collected by this website. It will notify you of the following:

- 1. What personally identifiable information is collected from you through the web site, how it is used, and with whom it may be shared.
- 2. What choices are available to you regarding the use of your data.
- 3. The security procedures in place to protect the misuse of your information.
- 4. How you can correct any inaccuracies in the information.

## Information Collection, Use, and Sharing

We are the sole owners of the information collected on this site. We only have access to collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone. We will use your information to respond to you, 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. Unless you ask us not to, we may contact you via email in the future to tell you about special information, new products, services or changes to this privacy policy.