

This policy was last modified on January 18, 2025

# **Privacy Policy**

At Nana's Tech Support, your privacy is our top priority. We are committed to protecting your personal information and ensuring that you feel confident and secure while using our services. This Privacy Policy outlines how we handle your information and emphasizes our commitment to helping you stay safe online.

#### 1. Information We Collect

We collect only the information necessary to provide you with our services, such as:

- Your name and contact information (e.g., phone number, email address).
- Details about your devices or specific tech-related concerns, shared during a session.

We do not collect or store sensitive personal information such as passwords, financial data, or health information.

#### 2. How We Use Your Information

The information you provide is used solely for the following purposes:

- To schedule and conduct coaching sessions.
- To tailor our services to meet your specific needs.
- To communicate with you about appointments, updates, or follow-ups.

We do not use your information for marketing purposes without your explicit consent.

#### 3. No Data Storage Policy

We do not save, store, or retain any personal or device-related data after your session is completed. This includes:

• Passwords, login credentials, or other sensitive information shared during sessions.

- Files, photos, or other digital content accessed during coaching.
- Any notes or records related to your session beyond basic scheduling details.

Once your session concludes, any information shared is promptly deleted or discarded. We do not maintain records of device configurations, troubleshooting steps, or other session-related details.

## 4. Third-Party Services

If we recommend third-party services or tools during a session, we are not responsible for how those services handle your information. We encourage you to review their privacy policies before engaging with them.

## 5. Data Security

Although we do not store your data, we take every precaution to ensure that any information shared during a session is handled with care. This includes:

- Maintaining a secure and professional workspace during in-home visits.
- Using secure connections and encrypted tools for virtual sessions.
- Avoiding the recording of virtual sessions unless explicitly requested and consented to by you.

# 6. Your Rights

You have the right to:

- Request clarification on how your information is used.
- Decline to share certain information during a session (though this may limit the scope of assistance we can provide).
- Withdraw consent for communication or updates at any time.

# 7. Policy Updates

This Privacy Policy may be updated from time to time to reflect changes in our practices or services. Any updates will be posted on our website, and we encourage you to review this policy periodically.

### 8. Contact Us

If you have any questions about these Terms and Conditions, please contact us at:

541-745-4685

nanastechsupport.com support@nanastechsupport.com

Thank you for trusting Nana's Tech Support. Your privacy is in safe hands because we believe that your data belongs to you and we treat every client like our own Nana.