

## **Privacy Policy for Valley Transaction Coordinators**

**Effective Date:** 1/01/2018

Valley Transaction Coordinators ("we," "us," or "our") is committed to protecting the privacy of our clients and website visitors. This Privacy Policy outlines how we collect, use, and safeguard your personal information when you visit our website or engage with our services.

### **1. Information We Collect**

We collect various types of information to provide our services and improve your experience, including:

- **Personal Information:** When you engage our services, we may collect personal information such as your name, email address, phone number, mailing address, transaction details, and other information necessary to provide transaction coordination services.
- **Payment Information:** If applicable, we may collect payment details for services rendered, including credit card information or other financial data.
- **Usage Data:** We collect information automatically when you visit our website, including IP address, browser type, operating system, and the pages you view. This data helps us understand how our website is used and improve its performance.

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

We use the information we collect to:

- Provide and manage transaction coordination services;
- Communicate with you about your transactions or inquiries;
- Improve the functionality and performance of our website;
- Process payments for services;
- Comply with legal and regulatory requirements;
- Prevent fraudulent transactions and protect the security of our website.

### **3. Sharing of Information**

We do not sell or rent your personal information. However, we may share your data with third parties in the following situations:

- **Service Providers:** We may share your information with trusted third-party providers who assist us in delivering our services, such as payment processors or software providers.
- **Legal Obligations:** We may disclose your personal information if required by law, regulation, or legal process, or in response to a request from law enforcement or government authorities.

### **4. Cookies and Tracking Technologies**

Our website may use cookies and similar tracking technologies to enhance your user experience. Cookies are small files stored on your device that help us analyze website traffic and customize content. You may choose to disable cookies through your browser settings, but this may affect the functionality of our website.

### **5. Data Security**

We take reasonable measures to protect your personal information from unauthorized access, loss, misuse, or disclosure. However, no data transmission over the internet is completely secure, and we cannot guarantee the absolute security of your information.

## **6. Your Rights**

You have the right to:

- Access and review the personal information we hold about you;
- Request corrections to your personal information;
- Request the deletion of your data, subject to certain legal obligations.

To exercise these rights, please contact us using the details provided below.

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

Our website may contain links to third-party websites. We are not responsible for the privacy practices or content of those sites. We encourage you to review the privacy policies of any third-party websites you visit.

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

We reserve the right to modify this Privacy Policy at any time. Any changes will be posted on this page, and the "Effective Date" will be updated accordingly. Your continued use of our website after any modifications constitutes acceptance of the updated Privacy Policy.

## **9. Contact Us**

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

Valley Transaction Coordinators  
219 E F Street, Oakdale, CA 95361  
Email: [info@valleytc.com](mailto:info@valleytc.com)  
Phone: 209-493-2690