

PRIVACY POLICY

Last updated December 1, 2024

This Privacy Notice for Double R Contracting (“we,” “us,” or “our”), describes how and why we might access, collect, store, use, and/or share (“process”) your personal information when you use our services (“Services”).

1. HOW DO WE COLLECT YOUR INFORMATION?

We collect personal information that you voluntarily provide to us when you express an interest in obtaining information about our products and services, or otherwise when you contact us through the following means:

- By telephone when users call in to request services at their location.
- By website contact form submission to request services at their location.

2. WHAT INFORMATION DO WE COLLECT?

We collect personal information that you voluntarily provide to us when you express an interest in obtaining information about us or our products and services, or otherwise when you contact us.

Personal Information Provided by You. The personal information that we collect may include the following:

- Name
- Phone number
- Email address
- Mailing address

We do not process sensitive information

3. HOW DO WE PROCESS YOUR INFORMATION?

We process your personal information for a variety of reasons, depending on the services rendered, including:

- **To deliver and facilitate delivery of services to users.** We may process your information to provide you with the requested services.
- **To respond to user’s inquiries/offer support to users.** We may process your information to respond to your inquiries and solve any potential issues you might have with the requested services.
- **To fulfill and manage your service requests.** We may process your information to fulfill or manage your service requests.
- To send documentation related to users’ services. We may process your information by sending documentation to you regarding your contract, invoice, correspondences, and/or completion paperwork.

4. WHEN AND WITH WHOM DO WE SHARE YOUR INFORMATION?

We may need to share your personal information in the following situation:

- **Business Transfer.** We may share or transfer your information in connection with, or during negotiations of, any merger, sale of company assets, financing, or acquisition of all or a portion of our business to another company.

We have not disclosed, sold, or shared any personal information with third parties for a business or commercial purpose in the preceding twelve (12) months. We will not sell or share personal information in the future belonging to website visitors, users, and other consumers.

5. HOW LONG DO WE KEEP YOUR INFORMATION?

We will only keep your personal information for as long as it is necessary for the purposes set out in this Privacy Notice, unless a longer retention period is required or permitted by law (such as tax, accounting, or other legal requirements).

When we have no ongoing legitimate business need to process your personal information, we will either delete or anonymize such information, or, if this is not possible (for example, because your personal information has been stored in backup archives), then we will securely store your personal information and isolate it from any further processing until deletion is possible.

6. HOW DO WE KEEP YOUR INFORMATION SAFE?

We have implemented appropriate and reasonable technical and organizational security measures designed to protect the security of any personal information we process. However, despite our safeguards and efforts to secure our information, no electronic transmission over the Internet or information storage technology can be guaranteed to be 100% secure, so we cannot promise or guarantee that hackers, cybercriminals, or other unauthorized third parties will not be able to defeat our security and improperly collect, access, steal, or modify your information. Although we will do our best to protect your personal information, the transmission of personal information to and from our services is at your own risk. You should only access the services within a secure environment.

7. WHAT ARE YOUR PRIVACY RIGHTS?

Personal information you disclose to us

Withdrawing your consent: If we are relying on your consent to process your personal information, which may be express and/or implied consent depending on the applicable law, you have the right to withdraw your consent at any time. You can withdraw your consent at any time by contacting us by using the contact details provided in [Section 9](#) below.

However, please note that this will not affect the lawfulness of the processing before its withdrawal nor, when applicable law allows, will it affect the processing of your personal information conducted in reliance on lawful processing grounds other than consent.

If you have any questions or comments about your privacy rights, you may email us at support@doublercontracting.com.

8. DO WE MAKE UPDATES TO THIS NOTICE?

We may update this Privacy Notice from time to time. The updated version will be indicated by an updated “Revised” date at the top of this Privacy Notice. If we make material changes to this Privacy Notice, we may notify you either by prominently posting a notice of such changes or by directly sending you a notification. We encourage you to review this Privacy Notice frequently to be informed of how we are protecting your information.

9. HOW CAN YOU CONTACT US ABOUT THIS NOTICE?

If you have questions or comments about this notice, you may contact us by post at:

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Suite 311
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