**Privacy Policy** 

Effective Date: July 22, 2024

#### 1. Introduction

Welcome to "Take and Do"! We are committed to protecting your privacy and ensuring that your personal information is handled safely and responsibly. This Privacy Policy outlines how we collect, use, and protect your information when you use our platform.

# 2. Information We Collect

#### 2.1 Personal Information:

**Account Information:** When you create an account, we collect your name, email address, phone number, and password.

**Profile Information:** Service professionals may provide additional details such as business name, service categories, licenses, certifications, and photos.

#### 2.2 Usage Data:

We collect information about your interactions with the platform, such as the services you browse, the professionals you contact, and your booking history.

We use cookies and similar technologies to gather information about your usage patterns and preferences.

## 2.3 Device and Log Information:

We collect information about the device you use to access our platform, including IP address, browser type, and operating system.

We log information about your visits, including the date, time, and pages viewed.

### 3. How We Use Your Information

## 3.1 To Provide and Improve Services:

To create and manage your account.

To facilitate bookings and transactions.

To communicate with you about your account, bookings, and customer service issues.

To personalize your experience by showing you services and professionals that may be of interest to you.

### 3.2 For Marketing and Promotions:

To send you promotional materials, newsletters, and special offers.

To analyze and improve our marketing strategies.

## 3.3 For Security and Compliance:

To detect and prevent fraud, abuse, and other harmful activities.

To comply with legal obligations and enforce our terms of service.

# 4. Information Sharing and Disclosure

#### 4.1 With Service Professionals:

We share your contact and booking details with the service professionals you hire to facilitate the service.

### 4.2 With Third-Party Service Providers:

We may share your information with third-party service providers who assist us with data analysis, marketing, and other business operations.

#### 4.3 For Legal Reasons:

We may disclose your information if required to do so by law or in response to valid requests by public authorities.

# 5. Data Security

We implement appropriate technical and organizational measures to protect your personal information against unauthorized access, alteration, disclosure, or destruction. However, please note that no method of transmission over the internet or electronic storage is completely secure.

# 6. Your Rights and Choices

#### 6.1 Access and Update:

You can access and update your account information by logging into your account settings.

## 6.2 Opt-Out:

You can opt out of receiving marketing communications from us by following the unsubscribe instructions in the emails we send you.

#### 6.3 Data Deletion:

You can request the deletion of your account and personal information by contacting us at support@takeanddo.com.

# 7. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. We will notify you of any significant changes by posting the new Privacy Policy on our platform and updating the effective date.

#### 8. Contact Us

If you have any questions or concerns about this Privacy Policy or our data practices, please contact us at:

"Take and Do"

### support@takeanddo.com

By using our platform, you acknowledge that you have read and understood this Privacy Policy and agree to our collection, use, and disclosure of your personal information as described herein.