#### **Privacy Policy**

**Effective Date:** [06/15/2025]

**ARKLA AIR LLC** ("we," "us," or "our") values your privacy. This Privacy Policy describes how we collect, use, and protect your information when you interact with us, including through our website, services, and communications.

#### 1. Information We Collect

We may collect the following types of information:

- **Personal Information**: Your name, email address, phone number, mailing address, and payment information when you contact us, request service, or make a purchase.
- **Technical Data**: Your IP address, browser type, device information, and usage data when visiting our website.
- Cookies and Tracking: We may use cookies and similar technologies to enhance user experience and analyze usage.

#### 2. How We Use Your Information

We use your information to:

- Deliver HVAC services and fulfill customer requests
- Process payments and issue receipts
- Provide customer support and respond to inquiries
- Send service updates, promotions, and company news (with your consent)
- Improve our website and services
- Comply with legal and regulatory requirements

## 3. Sharing Your Information

We do **not sell** your personal information. We may share information with:

- **Service providers** that assist with business operations (e.g., payment processors, website hosting)
- Government authorities or legal bodies when required by law
- Business partners or successors in the event of a business transfer or restructuring

## 4. Data Security

We take reasonable administrative, technical, and physical measures to safeguard your personal information. However, no method of transmission over the internet or electronic storage is 100% secure.

#### 5. Your Rights

You may have the right to:

- Access, correct, or delete your personal data
- Withdraw consent for marketing communications
- Request a copy of the data we hold about you
- File a complaint with a data protection authority

To make a request, contact us at arklaairllc@gmail.com or by mail at the address below.

## 6. Third-Party Websites

Our website may contain links to other websites. This Privacy Policy does not apply to those external sites. Please review their privacy policies separately.

# 7. Children's Privacy

We do not knowingly collect personal data from children under 13. If we become aware that we have collected such information, we will take steps to delete it promptly.

# 8. Changes to This Policy

We may update this Privacy Policy from time to time. Any changes will be posted on this page with an updated effective date.

#### 9. Contact Information

If you have questions or concerns about this Privacy Policy or how your data is handled, please contact us:

## ARKLA AIR LLC

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Email: arklaairllc@gmail.com