

Effective Date: May 16, 2025

Simms Management Administration ("we", "our", or "us") is committed to protecting your privacy. This Privacy Policy explains how we collect, use, and safeguard your information when you engage with our services, including our website, SMS/text communications, and business operations.

### 1. Information We Collect

We may collect the following types of information:

- Personal Identifiable Information: Name, phone number, email address, and service details when you:
  - Submit a form on our website
  - Contact us via email or phone
  - Opt in to receive SMS/text updates
- Automatically Collected Information: IP address, browser type, operating system, and device identifiers when visiting our website.

### 2. How We Use Your Information

We use the information collected to:

- Schedule services and communication with clients
- Provide SMS reminders and promotional updates (with opt-in consent)
- Respond to inquiries and provide customer support
- Improve our business operations and user experience

### 3. SMS/Text Messaging Consent

When you opt in to receive SMS messages (by checking a box online, replying to a text, or agreeing verbally), you consent to receive periodic messages related to service alerts, reminders, and promotional offers.

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- You can opt out at any time by replying STOP
- Reply HELP for support

We do not send unsolicited messages.

#### 4. How We Share Information

We do not sell, rent, or share your personal data with third parties for marketing. Information may only be shared with:

- Subcontractors or partners strictly for fulfilling services you requested
- Legal authorities, if required by law

#### 5. Data Protection

We maintain administrative, technical, and physical safeguards to protect your information. While we do our best, no system is 100% secure, and we cannot guarantee absolute security.

#### 6. Your Choices

- You can opt out of SMS communications at any time
- You can request that we delete your information by emailing us at:

[Mrsimmons@simmsmanageadmin.com](mailto:Mrsimmons@simmsmanageadmin.com)

#### 7. Third-Party Links

Our website or communications may contain links to external sites. We are not responsible for the privacy practices of these third-party websites.

#### 8. Policy Updates

### **Privacy Policy - Simms Management Administration**

We may update this Privacy Policy from time to time. The updated version will be posted on our website with a revised effective date.

## 9. Contact Us

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

Email: [Mrsimmons@simmsmanageadmin.com](mailto:Mrsimmons@simmsmanageadmin.com)

Business Name: Simms Management Administration