

# PRIVACY POLICY & IMPLEMENTATION GUIDE

## Coolaire of Pinellas Inc

*Effective Date: May 2026*

### Introduction

Coolaire of Pinellas Inc ("we," "us," "our," or "Company") is committed to protecting your privacy. This Privacy Policy explains how we collect, use, and safeguard your information when you visit our website and use our contact form to request HVAC services.

### 1. Information We Collect

When you submit the contact form on our website, we may collect the following personal information:

- Name
- Phone Number
- Email Address
- Home/Business Address
- Service Request Details
- Preferred Date and Time

This information is collected only through your voluntary submission via our contact form.

### 2. How We Use Your Information

Your information is used exclusively for the following purposes:

- To respond to your service request
- To provide HVAC service quotes and estimates
- To schedule appointments
- To communicate with you about your service
- To send service confirmations and updates

**IMPORTANT: This information is private and internal to our company and will NOT be resold, shared, distributed, or disclosed to any external parties, third parties, or data brokers.**

### 3. Data Protection

We take reasonable security measures to protect your personal information from unauthorized access, alteration, and destruction. However, no method of transmission over the internet is 100% secure.

#### **4. Data Retention**

We retain your personal information only as long as necessary to fulfill the purposes outlined above or as required by law. Typically, this information is retained for one year after service completion for service records and warranty purposes.

#### **5. Your Rights**

You have the right to:

- Request access to your personal information
- Request correction of inaccurate information
- Request deletion of your information (upon service completion, subject to legal obligations)

To exercise these rights, contact us at [info@coolairepinellas.com](mailto:info@coolairepinellas.com) or call 727-289-9876.

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

We may update this Privacy Policy from time to time. Any changes will be posted on this page, and the "Effective Date" will be updated accordingly.

#### **7. Contact Us**

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

Coolaire of Pinellas Inc  
Address: 10360 72nd St Unit #815, Seminole, FL 33777  
Email: [info@coolairepinellas.com](mailto:info@coolairepinellas.com)  
Phone: 727-289-9876