

## **PRIVACY POLICY**

**Effective Date:** April 17, 2026

Basepoint Precision Measuring (“Company,” “we,” “our,” or “us”) respects your privacy and is committed to protecting the personal information you provide. This Privacy Policy explains how we collect, use, disclose, and safeguard information in connection with our services.

### **1. Information We Collect**

We may collect the following types of information:

#### **A. Personal Information**

- Name
- Email address
- Phone number
- Billing and payment information
- Property address and access details

#### **B. Project Information**

- Property measurements and dimensions
- Floor plans and related drawings
- Notes, photos, or observations taken during site visits

#### **C. Technical Information (if applicable)**

- IP address
- Browser type and device information
- Website usage data (if you interact with our website)

### **2. How We Use Information**

We use collected information to:

- Provide measuring services and deliver drawings
- Communicate with clients regarding scheduling, access, and deliverables
- Process payments and issue invoices
- Maintain project records
- Improve our services and operations
- Comply with legal and business obligations

### **3. Sharing of Information**

We do **not sell personal information**.

We may share information in the following circumstances:

- With contractors or service providers (e.g., payment processors, cloud storage) necessary to operate our business
- With third parties as directed by the client (e.g., real estate agents, contractors)
- When required by law or to protect legal rights

Project deliverables may be shared by the client at their discretion in accordance with the service agreement.

### **4. Data Storage & Security**

We take reasonable administrative and technical measures to protect your information, including:

- Secure digital storage systems
- Limited access to project data
- Use of reputable third-party platforms

However, no system can be guaranteed to be completely secure.

### **5. Data Retention**

We retain project and client information for as long as necessary to:

- Fulfill the purposes outlined in this policy
- Maintain business and financial records
- Provide future support or re-issuance of deliverables

We reserve the right to delete or archive data at our discretion.

### **6. Client Responsibilities**

Clients are responsible for:

- Ensuring they have authority to grant access to the property
- Obtaining consent from occupants if required
- Managing how deliverables are distributed after receipt

## **7. Cookies & Website Use (if applicable)**

If you visit our website, we may use cookies or similar technologies to:

- Improve user experience
- Analyze website traffic
- Support basic site functionality

You can control cookie settings through your browser.

## **8. Third-Party Services**

We may use third-party services (e.g., payment processors, cloud storage providers). These providers have their own privacy policies, and we are not responsible for their practices.

## **9. Your Rights**

Depending on your location, you may have rights to:

- Request access to your personal information
- Request correction or deletion of your data
- Withdraw consent where applicable

Requests can be made using the contact information below.

## **10. Changes to This Policy**

We may update this Privacy Policy from time to time. Updated versions will be posted with a revised effective date.

## **11. Contact Information**

If you have questions about this Privacy Policy, please contact:

### **Basepoint Precision Measuring**

Email: [policy@basepointmeasuring.com](mailto:policy@basepointmeasuring.com)

Phone: 352-275-4224