# **Privacy Policy**

#### Overview

Westlake Limousine Chauffeured Services ("Westlake Limousine") takes your privacy very seriously and understands the importance of knowing how your personal information is being used and shared. This policy describes the types of information collected, how it may and may not be used, and how it is protected. By visiting Westlake Limousine's website, and/or using any of our services on the website, you acknowledge that you accept the policies and procedures outlined in this Privacy Policy and our use of your information in accordance with this Privacy Policy.

### **Information Collected From Users**

In the course of your browsing the Website, Westlake Limousine may collect the IP/URL address of the computer through which your visit is enabled (for example your Internet Service Provider's server); cookie information. Upon any registration for, and in subsequent interaction with, Website Services, Westlake Limousine will collect mandatory information such as your User Name, Password, primary email address, phone number, company name, and password hint question and answer. To access and make reservations, obtain receipts, through Westlake Limousine' website will require you to complete a new user form. This form will request certain personal information about the Web Site user and the traveler who will use our transportation services. This information will be compiled into a profile. Such information may include at least the following; email addresses for receipts and confirmations, contact phone numbers, company name, or account number, home address and billing address, pick-up and drop-off information, credit card information.

## How we use your information

Westlake Limousine collects user information to create a personalized experience for you and to fulfill all ground transportation requests. Once this information is collected, you are not anonymous to us; however, this information will not be shared with any third parties. Westlake Limousine will not place your name, email address, physical address or any other personally identifiable information into any marketing, promotional database, or mailing list. Westlake Limousine uses sensitive billing information (such as cardholder name, credit card number, and expiration date) for the purpose of completing the travel purchases you conduct on our site. We use other information about you for the following general purposes: to provide you with the products and services you request; travel confirmation, receipts and updates; to manage your account, including processing bills and providing travel notifications; to communicate with you in general; to respond to your questions and comments; to measure interest in and improve our products, services, and Web site; to notify you about special offers and products or services that may be of interest to you; to otherwise customize your experience with Westlake Limousine.com; to reward you as part of any reward and recognition program; to solicit information from you, including through surveys; to resolve disputes, or troubleshoot problems; to enforce our Terms of Use.

#### Security

We have established and maintain the highest level of security to safeguard the confidentiality of your Personally Identifiable Information, including the use of encryption, firewalls, and Secure Socket Layers. In an effort to protect all data against loss and unauthorized access, we employ many different security techniques to protect such data from unauthorized access by users inside and outside the company including regulating the physical and virtual access to any root access, database(s), servers, back-ups, encryption keys or other network and security-related infrastructure components. In addition, sensitive information such as passwords are encrypted before being stored in our systems such that even if a breach were to occur and access to the data achieved, the data would still be encrypted. Please be aware that while we take efforts to safeguard your user information, "perfect security" does not exist on the Internet.

### Changes to the Westlake Limousine' Privacy Policy

You agree that Westlake Limousine may amend this policy from time to time by posting the revised Privacy Policy on this Website. Please check the revision date at the top of this page to determine whether the policy has been modified since you last reviewed it. Your continued use of any portion of the Website or Westlake Limousine' service following the posting of the revised policy will constitute your acceptance of the changes.