SKYRUN LIMO LLC

PRIVACY POLICY

Effective Date: [INSERT EFFECTIVE DATE]
Last Updated: [INSERT LAST-UPDATED DATE]

1. Introduction

Skyrun Limo LLC ("Skyrun Limo," "Skyrun," "we," "our," or "us") respects your privacy and is committed to handling personal information responsibly.

This Privacy Policy explains how we may collect, use, disclose, store, and protect information when you visit our website, submit a ride enquiry, request a quote, communicate with our team, or use our chauffeur transportation services.

Skyrun Limo provides professional chauffeur transportation, including airport transfers, corporate transportation, hourly chauffeur service, point-to-point transportation, weddings, special events, and long-distance travel, subject to availability.

This policy applies to our website, online forms, chatbot, customer communications, and related services operated by Skyrun Limo LLC.

2. Information We Collect

Depending on how you interact with us, we may collect the following categories of information.

A. Contact information

- **Full name**
- **Email address**
- **Telephone number**
- **Company or organization name, where applicable**

B. Transportation and booking information

- **Pickup and destination addresses**
- **Requested travel date and pickup time**
- **Return-trip details, where applicable**
- **Number of passengers**

- **Preferred vehicle category**
- **Airport, airline, or flight information when relevant**
- **Requested stops, luggage information, accessibility needs, and other service instructions you voluntarily provide**
- **Special requests relevant to arranging transportation**

Please avoid providing sensitive personal information unless it is necessary for your request.

C. Communications

We may collect information contained in contact forms, ride enquiries, chatbot messages, emails, telephone communications, customer-service conversations, feedback, and complaints.

D. Transaction information

If payments are accepted through our services, we may receive transaction details such as payment amount, payment status, transaction reference, billing information, and refund status. Payment card details may be processed directly by a payment provider rather than stored by Skyrun.

The payment methods and payment providers actually used by Skyrun should be identified here when confirmed.

E. Technical and usage information

Depending on our website configuration and security tools, we may collect information such as IP address, browser type, device information, pages visited, referral source, approximate location derived from technical data, timestamps, and security logs.

Cookies, analytics tools, and similar technologies may collect some of this information. See our Cookie Policy for details.

3. How We Collect Information

We may collect information:

- **Directly from you when you submit a form or contact us.**
- **When you request transportation or a quote.**
- **Through our website chatbot, if available.**
- **When you communicate with our staff by phone or email.**

- From payment processors or other service providers involved in a transaction.
- Automatically through website technologies and security systems, where enabled.
- From a person arranging transportation on your behalf, where appropriate and lawful.

If someone books transportation for another passenger, the person making the arrangement should have authority to provide the information necessary to coordinate that service.

4. How We Use Information

We may use personal information to:

1. Respond to questions and contact requests.
2. Review ride enquiries and determine whether we can provide the requested service.
3. Prepare, communicate, and manage quotations.
4. Review availability and coordinate chauffeur transportation.
5. Create, confirm, update, and administer bookings.
6. Communicate pickup instructions, changes, delays, and service updates.
7. Process payments, deposits, refunds, and related accounting, where applicable.
8. Investigate complaints, disputes, suspected fraud, spam, and misuse.
9. Maintain customer-service records and operational history.
10. Protect our website, customers, personnel, and business systems.
11. Improve website usability and service quality.
12. Meet applicable legal, regulatory, tax, accounting, and recordkeeping obligations.
13. Send promotional communications where permitted and subject to applicable consent and opt-out requirements.

We will not use information for a materially different purpose without providing any notice or obtaining any consent required by applicable law.

5. Ride Requests and Booking Confirmation

Submitting a contact form, chatbot message, ride enquiry, or quote request does not by itself establish that a ride has been accepted or confirmed.

We may review submissions before responding or sending certain communications. If we determine that a request is genuine and appropriate for follow-up, we may contact you to discuss availability, pricing, and next steps.

Information is used to process the request and coordinate service. A booking is

confirmed only through the confirmation process communicated by Skyrun.

6. When We Share Information

We may disclose personal information, as reasonably necessary and permitted by law, to:

Service providers: Companies providing website hosting, database services, email delivery, customer communications, payment processing, security, analytics, or technical support.

Transportation partners: Chauffeurs, operators, or other authorized transportation providers involved in fulfilling a requested or confirmed ride, where applicable.

Professional advisers: Lawyers, accountants, insurers, auditors, and other professional advisers who need the information for legitimate business purposes.

Legal and safety purposes: Government authorities, courts, regulators, law enforcement, or other parties when disclosure is legally required or reasonably necessary to protect rights, safety, property, or legal interests.

Business transactions: Parties involved in a merger, acquisition, restructuring, financing, or sale of relevant business assets, subject to appropriate safeguards.

We do not promise that information is never shared. Sharing depends on the circumstances and the services actually used.

Sale and targeted advertising: Skyrun must accurately disclose whether it sells personal information or shares it for targeted or cross-context behavioral advertising, where applicable. Our actual practices must be reviewed before this statement is finalized.

7. Cookies and Similar Technologies

Our website may use essential cookies, security technologies, analytics tools, or other similar technologies.

Essential technologies may support site functionality, security, and user preferences. Optional analytics or advertising technologies, if used, should be disclosed and controlled in accordance with applicable law.

See the separate Cookie Policy for more information. The final policy must reflect the technologies actually installed on the website.

8. Data Security

We use reasonable administrative, technical, and organizational safeguards appropriate to the nature of the information we handle.

Depending on our implementation, safeguards may include access controls, authentication, encryption in transit, restricted administrative access, backups, monitoring, and secure service-provider integrations.

No website, network, or electronic storage system can be guaranteed to be completely secure. We cannot promise absolute security.

Access to personal information should be limited to authorized personnel and service providers who need it for legitimate purposes.

9. Data Retention

We retain personal information for as long as reasonably necessary for the purposes described in this policy, including responding to enquiries, administering rides, resolving disputes, maintaining business records, and complying with legal obligations.

Retention periods may vary according to the type of information, its purpose, applicable law, and the circumstances of a transaction.

We will establish and document retention schedules appropriate to our actual business and legal requirements. This policy does not promise a fixed deletion period for every category of information.

10. Your Privacy Rights

Depending on your state of residence and applicable law, you may have rights to:

- **Request access to certain personal information.**
- **Request information about how personal information is collected, used, or disclosed.**
- **Request correction of inaccurate information.**
- **Request deletion of certain personal information.**
- **Obtain a portable copy of certain information.**
- **Opt out of certain sales, sharing, targeted advertising, or profiling activities,**

where applicable.
- Withdraw consent where processing relies on consent.
- Appeal certain decisions concerning a privacy request.
- Avoid unlawful discrimination for exercising applicable privacy rights.

These rights are not identical in every state and may be subject to exceptions.

To submit a privacy request, contact us using the contact details below. We may need to verify your identity and authority before processing a request. Where legally permitted, an authorized agent may submit a request on your behalf.

We will respond within the timeframe required by applicable law.

11. California Residents

If the California Consumer Privacy Act, as amended, applies to Skyrun and your information, California residents may have additional rights regarding access, correction, deletion, portability, and opting out of certain sales or sharing of personal information.

Applicable businesses may also need to provide a notice at collection and additional disclosures concerning the categories and purposes of personal information processed.

The availability of these rights depends on the law's applicability, relevant thresholds, exemptions, and the circumstances of processing. Skyrun's eligibility and actual data practices must be assessed before this section is finalized.

12. Children's Privacy

Our website and chauffeur services are intended for individuals arranging transportation and are not designed as a service directed to children under 13.

We do not knowingly seek to collect personal information directly from children under 13 through a child-directed service. If we learn that we have collected information in a manner that violates applicable law, we will take appropriate steps.

Parents or guardians arranging transportation for minors should provide only information reasonably necessary to coordinate the requested service.

13. Third-Party Websites and Services

Our website may link to third-party websites or use external services. Those parties

operate under their own privacy policies and practices.

We are not responsible for the privacy or security practices of independent third parties. Please review their policies before providing information to them.

14. Email and Text Communications

We may send messages concerning enquiries, quotes, bookings, pickup arrangements, service changes, and customer support.

Marketing communications, where sent, must comply with applicable law. You may opt out of promotional emails through the unsubscribe mechanism provided or by contacting us.

Opting out of marketing communications does not necessarily stop necessary service-related communications.

Text messages will be sent only in accordance with applicable consent and messaging requirements. The final policy must describe any SMS program actually operated by Skyrun.

15. Interstate and International Processing

Our website and service providers may process information in locations different from where you are located. Where information is transferred or processed across jurisdictions, we will handle it in accordance with applicable legal requirements.

16. Changes to This Policy

We may update this Privacy Policy to reflect changes to our business, website, technology, or legal obligations.

The updated policy will be posted on our website with a revised "Last Updated" date. Where required by law, we will provide additional notice or obtain consent.

17. Contact Us

For privacy questions or requests, contact:

Skyrun Limo LLC
Email: skyrunlimo2428@gmail.com

Phone: +1 (872) 300-2173
Phone: +1 (630) 237-8726

Business mailing address: [INSERT VERIFIED U.S. BUSINESS MAILING ADDRESS]

Please do not send payment-card details or other highly sensitive information through ordinary email.

Important Publication Review

Before publication, Skyrun should confirm its actual analytics and cookie tools, payment providers, transportation partners, data retention practices, privacy-request process, physical mailing address, and applicable state privacy obligations.

This policy is a business drafting template, not legal advice or a guarantee of compliance in every jurisdiction.