

# ACIRE SIGNATURE GROUP

*Confidence in Every Signature.*

## PRIVACY POLICY

Port St. Lucie, Florida | Mobile Notary & Document Services

*Effective Date: June 30, 2025*

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|------------------|--------------------------------------------|
| <b>Business:</b> | Acire Signature Group                      |
| <b>Owner:</b>    | Erica (Florida Commissioned Notary Public) |
| <b>Location:</b> | Port St. Lucie, Florida                    |
| <b>Phone:</b>    | (772) 249-2804                             |
| <b>Email:</b>    | info@aciresignaturegroup.com               |
| <b>Website:</b>  | aciresignaturegroup.com                    |

### 1. Introduction

Acire Signature Group ("we," "us," or "our") is a Florida-commissioned mobile notary public and professional document services business located in Port St. Lucie, Florida. We are committed to protecting the privacy and confidentiality of all individuals who use our services or visit our website.

This Privacy Policy explains what information we collect, why we collect it, how we use and protect it, and your rights regarding that information. By using our website or services, you agree to the practices described in this policy.

As a Florida Notary Public, we are also bound by Florida Statute §117 and applicable notary laws governing the confidentiality, retention, and handling of notarial records. This Privacy Policy is consistent with and supplementary to those statutory obligations.

### 2. Information We Collect

#### 2.1 Information You Provide Directly

When you contact us, schedule an appointment, or use our services, we may collect:

- Full legal name
- Current address and location of requested service
- Phone number and email address
- Type of document requiring notarization (general description only — not document content)
- Appointment date, time, and location preference
- Method of payment and billing information (processed securely — we do not retain full card numbers)
- Any special instructions or accommodation requests

#### 2.2 Government-Issued Identification

Florida law requires a notary public to verify the identity of every signer before performing a notarial act. We are required to review a current, valid, government-issued photo ID (such as a driver's license, state ID, or passport). We record the type and ID number of the identification presented, as required by our notary journal obligations. We do not retain photocopies of your ID unless legally required for a specific notarial act.

#### 2.3 Notary Journal Records

As a Florida Notary Public, we are required by Florida Statute §117.01 et seq. to maintain an official notary journal. Our journal records include: the date and type of each notarial act performed, a description of the document notarized (not its content), the name and address of each person for whom the notarial act was performed, the type of identification presented, and the fee charged. These records are maintained as required by Florida law and may be subject to inspection under certain legal circumstances.

## **2.4 Website Usage Information**

When you visit our website, we may automatically collect certain technical information including your IP address, browser type, device type, pages visited, time spent on our site, and referring URL. This information is used to improve our website and is not linked to personally identifiable information.

## **2.5 Communications**

When you contact us by phone, email, or through our website contact form, we retain records of those communications for the purpose of scheduling, providing services, and following up on your inquiry.

## **3. How We Use Your Information**

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We use the information we collect to:

- Schedule and confirm notary appointments
- Perform notarial acts in compliance with Florida law
- Communicate with you about your appointments and services
- Process payments for services rendered
- Fulfill our legal obligations as a Florida Notary Public
- Respond to your questions and inquiries
- Improve our services and website experience
- Comply with applicable laws, regulations, or legal process

We do not use your personal information for unsolicited marketing purposes without your consent. If you opt in to receive communications from us, you may unsubscribe at any time.

## **4. How We Protect Your Information**

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We take the protection of your personal information seriously. We implement reasonable administrative, technical, and physical safeguards to protect your information from unauthorized access, disclosure, alteration, or destruction. These measures include:

- Secure storage of notary journals and physical records
- Password-protected digital files and encrypted communications where applicable
- Limiting access to client information to authorized personnel only
- Secure disposal of sensitive documents when no longer needed

Please note that no method of electronic transmission or storage is 100% secure. While we strive to protect your information, we cannot guarantee absolute security.

## **5. Information Sharing and Disclosure**

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We do not sell, rent, or trade your personal information to third parties for marketing purposes. We may share your information only in the following limited circumstances:

### **5.1 Service Providers**

We may share information with trusted third parties who assist us in providing services, such as payment processors, scheduling software providers, and Remote Online Notarization (RON) technology vendors (when

RON services are active). These parties are contractually required to keep your information confidential and use it only as directed by us.

## **5.2 Title Companies and Lenders (Loan Signings)**

For loan signing agent services, we may share your name and appointment details with the title company, lender, or escrow company that engaged our services for your transaction. This sharing is necessary to complete the notarization service you requested.

## **5.3 Legal Requirements**

We may disclose your information when required by law, court order, subpoena, or other legal process. As a Florida Notary Public, our journal records may be subject to legal inspection. We will notify you of any such required disclosure to the extent permitted by law.

## **5.4 Safety and Fraud Prevention**

We may disclose information to prevent fraud, protect the safety of our personnel or clients, or enforce our Terms of Service.

# **6. Remote Online Notarization (RON) — Special Considerations**

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When our Remote Online Notarization services are active, additional privacy considerations apply. RON sessions are conducted via an approved Florida technology vendor and may be recorded as required by Florida Statute §117.265. By participating in a RON session, you consent to the recording of the session. Recordings are retained by the RON technology vendor in accordance with Florida law (minimum 10 years) and are accessible only under circumstances specified by statute.

# **7. Cookies and Website Tracking**

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Our website may use cookies — small text files placed on your device — to improve your browsing experience, remember your preferences, and analyze website traffic. You can control cookie settings through your browser. Disabling cookies may affect certain website functionality. We use Google Analytics or similar analytics tools that collect anonymized usage data to help us understand how our website is used. This data is not linked to personal information.

# **8. Data Retention**

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We retain your personal information for as long as necessary to fulfill the purposes described in this policy and as required by Florida law. Notary journal records are retained for a minimum period as required by Florida Statute. For general notary services, appointment and communication records are typically retained for a reasonable period for business purposes. Payment records are retained as required for tax and accounting purposes. You may request deletion of your information subject to our legal retention obligations.

# **9. Your Rights**

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You have the right to:

- Request access to the personal information we hold about you
- Request correction of inaccurate personal information
- Request deletion of your personal information (subject to our legal retention obligations as a notary)
- Opt out of marketing communications at any time
- Request information about how your data is used and shared

To exercise any of these rights, please contact us at [info@aciresignaturegroup.com](mailto:info@aciresignaturegroup.com) or call (772) 249-2804. We will respond to your request within a reasonable timeframe.

## 10. Children's Privacy

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Our services are not directed to individuals under the age of 18. We do not knowingly collect personal information from minors. If a document requires notarization involving a minor (such as a travel consent form), a parent or legal guardian must be present and provide the required identification.

## 11. Third-Party Websites

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Our website may contain links to third-party websites. This Privacy Policy does not apply to those sites. We encourage you to review the privacy policies of any third-party websites you visit. We are not responsible for the privacy practices of those sites.

## 12. Changes to This Privacy Policy

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We may update this Privacy Policy periodically to reflect changes in our business practices, legal requirements, or services. We will post the updated policy on our website with the effective date. Continued use of our services after any changes constitutes your acceptance of the updated policy. We encourage you to review this policy periodically.

## 13. Contact Us

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If you have questions, concerns, or requests regarding this Privacy Policy, please contact us:

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