

# HokaHoka: Communication and Security

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## Preferred Form of Communication:

- Email: [mina.system@hokahoka.website](mailto:mina.system@hokahoka.website)

## Alternative Communication Channels:

- Text: +1 (347) 391-7655
- Zoom Meeting: By appointment
- In-Person Meeting: By appointment

## Security and Privacy

- 1. Confidentiality:** All information shared in the course of this project will be treated with the utmost confidentiality. This includes but is not limited to personal information such as names, addresses, business correspondence, and any other sensitive data.
- 2. Data Protection:** I am committed to protecting your data. Any data shared through communication channels will be securely stored and handled in compliance with applicable data protection laws.
- 3. Limited Access:** Only individuals directly involved in the project will have access to your information. They are bound by confidentiality agreements to ensure your data remains confidential.
- 4. Use of Information:** Any information shared during communication will be used solely for the purpose of the project and will not be disclosed to third parties without your explicit consent.
- 5. Security Measures:** I have implemented security measures to protect against unauthorized access, disclosure, alteration, or destruction of your information. This includes regular security assessments and updates to my systems.
- 6. Data Retention:** Your data will be retained only for the duration of the project, and for any legally required periods thereafter. Once the project concludes, your information will be securely deleted or anonymized. A case study or other web presence detailing the project for my portfolio may be created with your permission.

By continuing to communicate with me through any of the provided channels, you acknowledge that you have read and agree to these guidelines regarding communication, security, and privacy. If you have any questions or concerns regarding these guidelines or the handling of your information, please contact me at [mina.system@hokahoka.website](mailto:mina.system@hokahoka.website).

HokaHoka Web Design

Brooklyn, NY

Mina System

+1 (347) 785-3260

[mina.system@hokahoka.website](mailto:mina.system@hokahoka.website)

