



Privacy Policy for SMS Messaging

Last Updated: June 2026

Sceptre IT, LLC provides SMS messaging through Microsoft Teams for business communications. This Privacy Policy explains how we collect, use, and protect information related to our SMS program.

Information We Collect

When you opt in to receive SMS messages, we may collect your name, mobile phone number, and any information you provide in connection with your request for SMS communication. We may also collect message delivery data, opt-in records, opt-out records, and message interaction details related to the SMS service.

How We Use Information

We use this information to send SMS messages related to **two-way customer communication**, including support, scheduling, service updates, account communication, reminders, and other business-related notifications. We may also use your information to manage your SMS preferences, process opt-out requests, maintain compliance records, and improve the quality of our messaging service.

SMS Consent

By providing your phone number and opting in, you consent to receive SMS messages from us through Microsoft Teams or related business messaging systems. Consent is not a condition of purchase or service unless otherwise stated. Message frequency may vary depending on your communication needs.

Opt-Out

You may opt out of SMS messages at any time by replying STOP or following any opt-out instructions included in the message. After you opt out, we may send a confirmation message to verify that your request was completed.

Sharing Information

We do not sell or rent your SMS information. We may share your phone number and related messaging data only with service providers or platforms necessary to deliver and manage SMS communications, or when required by law.

Data Retention

We retain SMS-related records only as long as needed for business, operational, or legal purposes. This may include opt-in and opt-out records, message logs, and delivery details.

Security

We take reasonable measures to protect SMS-related personal information from unauthorized access, loss, or misuse. However, no method of electronic transmission or storage is completely secure.

Children's Privacy

Our SMS service is not intended for children under 13, and we do not knowingly collect SMS information from children under 13.

Changes to This Policy

We may update this Privacy Policy from time to time. Any changes will be posted on this page with a revised "Last Updated" date.

Contact Us

If you have questions about this Privacy Policy or our SMS program, contact us at:

Sceptre IT, LLC

Email: support@sit-llc.com

Address: 70 Limekiln Pike, Glenside PA 19036