

# Introduction to Privacy Policy

Welcome to Rick Contreras Consulting. Our Privacy Policy aims to describe the policies we strictly adhere to on collection, using, and disclosing the pieces of information we collect or receive when users, also to be referred as “*you*” or “*your*” throughout the Privacy Policy, access the Rick Contreras Consulting website. Please also note that Rick Contreras Consulting, also to be referred to as “*the Company*”, “*we*”, “*us*”, or “*our*” throughout the Privacy Policy, reserves the right to change our Privacy Policy as deemed necessary. Should any changes be made to our Privacy Policy, you will be notified through the following:

1. Through an email notifying you of the changes in our Privacy Policy
2. Posting a notification on our website indicating that there have been changes to our Privacy Policy

We will also have a required checkbox stating that you have read, reviewed, and agreed to the changes made. Continued use of the website and its different pages, as well as our services following any changes to our Privacy Policy shall be bound by your approval to these said changes.

## Information Collection:

The information that our website will collect is only those that are provided voluntarily by you.

The information we may collect through the website may include the following:

1. Full name
2. Age
3. Complete Address
4. Amazon URL
5. Amazon Standard Identification Number, or ASIN
6. Website URL
7. Company or Business Name
8. Feedback, reviews, comments, suggestions, and the like

Please note that any other information beyond those stated above may still be collected, but all will be done so with your expressed consent. These information collected is stored in a secure database controlled by the Company, and as such, protected from any outside entities or individuals outside of the company. The information that we will be collecting will be to contact you to offer our services to you by sending promotional materials, which may include any, but not limited to, the following:

1. Company Portfolio (upon request)
2. Newsletter (upon subscription)
3. Promotional offers and discounts, as deemed necessary by the company

We also assure that the information we've collected and have stored in our system will never be misused in any way, and will not be rented, sold, or distributed to any individual/s, institution/s, and entity/ies without your expressed consent.

The individuals that are allowed to view the information you send to us are only those who are connected with Rick Contreras Consulting, and are only able to view and use the information that you have provided to us should there be a need to do so. Otherwise, these individuals

within Rick Contreras Consulting will not use the said information for anything beyond communications and transactions related to the business between you and us.

We also assure that individuals who work with Rick Contreras Consulting that have access to the information you provide will no longer have access to any of this said information, will not use any of this information, and will not rent, sell, distribute, or misuse in any way this said information upon separation with the Company. Should, at any point, there be a sale or a change of control or ownership within the Company, information collected by us from you may be a part of that said business agreement, given the nature of the business, but rest assured that the information transferred will not be put into any misuse or will not be compromised at any point in time.

Should you, at any point, wish to dissociate, opt-out, or want the information you once provided be deleted or removed from our database, you may always get in-touch with us through email. Contact information is found on our home page at

## **Cookies**

Cookies are the files that store information whenever a website is visited by a user so that the said website can use the information whenever the user visits the website again. Our website uses cookies and sends one or more cookies to your computer in order to collect information from you and other visitors in order to improve our website's accessibility. The cookies that we use may also helps convey information to us about and track your usage on our website (i.e. pages or links that you view or click on). Cookies remain on your hard driver after you close your web browser, and may be used by

your browser on subsequent visits thereafter. These cookies may be voluntarily by following the instructions provided by your web browser. You may also reset your web browser to refuse all cookies or to notify you when cookies are being sent to your hard drive, should you wish to stop receiving cookies from us, or other websites in the future.