

# Virtual Consulting

## Privacy policy

*Effective Date: January 1, 2021*

Virtual Consulting understands that your privacy is important to you. We are committed to respecting your privacy and protecting your personal data. This Privacy Policy describes how we handle and protect your personal data in connection with our digital business activities, events, and services.

### Information we collect

Virtual Consulting collects and retains individuals' data in the normal course of business activities, including but not necessarily limited to providing products and services through our online platform and mobile applications, user profiles, participation areas (such as bulletin boards, discussion forums, assessments and surveys), recruiting talent, marketing and communications.

The personal data collected varies and may or may not include information that you provide, such as your name, mailing address, e-mail address, telephone number, background information, job title, etc.

We may also automatically collect information about the devices you use to interact with our digital platform and mobile applications. This may or may not include IP address, device identifier, web browser, and browsing information collected through cookies, web beacons, pixels, clear gifs, and other similar technologies, known as "cookies" or "tracking technologies," on our digital platform. We may also automatically collect information about how you use our digital platform, such as your "searches" and "views."

We may also collect personal data about you from third parties in the course of normal business activities. This may or may not include demographic, professional and other information that is

publicly available online, including information you choose to make public through social media platforms and other online forums.

### **Use of information**

Virtual Consulting uses individuals' data for various purposes, including but not necessarily limited to processing requests for information and participation, personalizing content on our digital platform, evaluating and improving our products and services, publishing and distributing marketing campaigns and communications, recruiting talent, analyzing our digital performance and functioning. We may save individuals' data and for use in communications and making contact.

### **Third parties**

Virtual Consulting never sells nor shares individuals' data to third parties without their consent.

You should be aware that whenever you publicly disclose information online, that information could be collected and used by others. Virtual Consulting is not responsible for the business activities, actions, or policies of any third parties who collect information that users publicly disclose.

Virtual Consulting may provide links to third party websites for informative purposes. Such links do not necessarily constitute or imply an endorsement, sponsorship, or recommendation by Virtual Consulting of the information or the third party; and Virtual Consulting is not responsible or liable for individuals' use thereof.

### **Social networking**

Our digital platform and mobile applications may allow users to log in and associate their respective social network accounts, including but not necessarily limited to LinkedIn, Facebook, YouTube, Twitter, Instagram, and others. By associating your social network account with our digital platform and mobile applications, you acknowledge giving us permission to access information that you have made available in your public profile(s), and you acknowledge that you manage the data that you share through such public profile(s).

## **Security**

Virtual Consulting makes all reasonable efforts to protect individual's data from loss, misuse, alteration, or misappropriation. Nevertheless, Virtual Consulting makes no guarantee that it is invincible to unauthorized access or use of individuals' data.

## **Children**

Virtual Consulting's digital platform and mobile applications are not designed for nor directed at children 16 years of age or younger, and we do not intentionally collect or maintain individuals' data for persons under this age.

## **Your rights**

Where granted by applicable law, you may have the right to request access to the individual data that we have collected about you for the purposes of reviewing, modifying, or requesting deletion of the data. Please complete the "contact us" form to make any such requests regarding individual data. Virtual Consulting reserves the right to comply with requests according to applicable law.

If you wish to no longer receive communications from us, please complete the "contact us" form to make your request. You may also follow the "unsubscribe" link in our email communications.

## **Consent**

By using the Virtual Consulting digital platform and mobile applications, you consent to the collection, use, and storage of your individual data by us in the manner described in this Privacy Policy; and you acknowledge our right to make changes to this Privacy Policy from time to time.

## **Contact us**

For inquiries pursuant to our Privacy Policy, please contact [jennifer@virtualconsulting.com](mailto:jennifer@virtualconsulting.com)