

OFF THE CLOCK RESUMES

PRIVACY POLICY

This privacy policy was last modified on July 11, 2016.

Off The Clock Resumes values your comfort and security as top priorities. This privacy policy applies solely to the information collected by Off The Clock Resumes' website located at www.offtheclockresumes.com.

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INFORMATION COLLECTION, USE, AND SHARING

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

PERSONALLY IDENTIFYING INFORMATION. We request information from you on various opt-in forms and our service order form. To buy from us, you must provide personally identifying information including your name, address, phone number, email address, and credit/debit card information. This information is used for billing purposes and to fill your orders. If we have trouble processing your payment, we'll use this information to contact you.

Off The Clock Resumes uses third party payment processors to assist it in processing your personally identifiable payment information securely. Such third party processors' use of your personal information is governed by their respective privacy policies which may or may not contain privacy protections as protective as this privacy policy. Payments are currently processed and managed using Stripe ([Privacy Policy](#)).

USE OF INFORMATION. The information we collect is used for two main purposes. First, we collect information to improve the Site by determining which of our features and/or services are most popular. Second, we collect information to respond to you about the reason you contacted us. We will not share your information with any third party outside of our organization other than as necessary to fulfill your order or request.

Unless you ask us not to, we may contact you via email in the future to tell you about specials, new products or services, or changes to this privacy policy.

TECHNICAL INFORMATION. Every computer connected to the internet is given a domain name and a set of numbers that serve as that computer's "internet Protocol", or IP, address. When a user requests a web page from the Site, our web servers automatically recognize that user's domain name and IP address. The domain name and IP address reveal nothing personal about

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the user other than the IP address from which the user has accessed the Site. We may collect IP address for diagnostics, and we may collect aggregated demographic/geographic statistics.

We use "cookies" on this site. A cookie is a piece of data stored on a site visitor's hard drive to help us improve your access to our site and identify repeat visitors to our site. For instance, when we use a cookie to identify you, you would not have to log in a password more than once, thereby saving time while on our site. Cookies can also enable us to track and target the interests of our users to enhance the experience on our site. Usage of a cookie is in no way linked to any personally identifiable information on our site.

In addition to the other times or occasions on which we might disclose information about users of the Site, we might also disclose information when required by law or in the good-faith belief that such disclosure is necessary to: (a) comply with a legal process; (b) enforce this Privacy Policy; (c) respond to claims that any materials, documents, images, graphics, logos, designs, audio, video and any other information provided from or on the Site violates the rights of third parties; and/or (d) protect the rights, property or personal safety of Off The Clock Resumes, its partners or users or the public.

THIRD-PARTY SHARING. We share aggregated demographic information with our partners and advertisers. This is not linked to any personal information that can identify any individual person.

ACCESS TO AND CONTROL OVER INFORMATION. You may opt out of any future contacts from us at any time. You can do the following at any time by calling the phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

LINKS TO OTHER WEBSITES

This web site contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

SECURITY MEASURES

Off The Clock Resumes has security measures in place to protect the loss, misuse, and alteration of the information under our control. These measures include a firewall to prevent unauthorized access to our systems and maintenance of registration information in a secure database.

We do our best to provide secure transmission of information. However, we cannot ensure or warrant the security of any information transmitted to us over the internet and we accept no liability for any unintentional disclosure. While we may provide certain encryption technologies and use other reasonable precautions to protect your confidential information and provide suitable security, we do not and cannot guarantee or warrant that information transmitted through the internet is secure, or that such transmissions are free from delay, interruption, interception or error.

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While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

INFORMATION FROM CHILDREN

The Site is not intended or designed to attract children under the age of thirteen (13). We do not collect personally identifiable data from any person that we know to be under the age of thirteen (13). If we learn that a user under the age of thirteen (13) is publicly posting or sharing personally identifiable information on or through the Site, then we will use reasonable measures to block that user from accessing these areas of the Site.

Parents should be aware that Off The Clock Resumes' Privacy Policy will govern our use of personal data, but also that information that is voluntarily given by children – or others – in chat sessions, e-mail exchanges, blog commenting or the like may be used by other parties to generate unsolicited communications. Off The Clock Resumes encourages all parents to instruct their children in the safe and responsible use of their personal data while using the internet.

GOVERNING LAW & EXCLUSIVE JURISDICTION

This Privacy Policy shall be governed by the laws of the State of Washington without regard to its conflict of law provisions. Any disputes arising under or related in any way to this Privacy Policy, the Site, or any Services shall be resolved solely through binding arbitration in Stevens County, Washington and judgment upon any award rendered in such arbitration will be binding and conclusive on the parties hereto and may be entered in any court having jurisdiction thereof.

YOUR CONSENT TO THIS PRIVACY POLICY

By using the Site, you consent to the collection and use of information by us as specified above or as we otherwise see fit unless you inform us otherwise by means of the procedure identified below. If we decide to change this Privacy Policy, we will make an effort to post those changes on this web page so that you will always be able to understand what information we collect, how we use that information and under what circumstances we may disclose that information to others. We may use comments, information or feedback that you may submit in any manner that we may choose without notice or compensation to you.

If you have additional questions or comments of any kind, if you see anything on the Site that you think is inappropriate or if you would like to have any or all of your personal information withheld from third party organizations and companies and/or from third party service providers, please contact us immediately via telephone at 1-866-271-0631.