

Privacy Policy

What information do we collect?

We collect information from you when you complete & submit a *contact us* form, upload a document, or make a payment.

When completing a *contact us* form, uploading a document, or making a payment, you may be asked to enter your: name, company name, email address, phone number, invoice number, and billing address.

You may, however, visit our site anonymously.

What do we use your information for?

The information we collect from you may be used in one of two ways:

- To personalize our response to you.
- To send periodic emails about our services.

We use third party providers to securely receive information from you for documents and payments. When uploading a document via our website, our third party provider is Sharefile. [Click here](#) to view their privacy policy. Payments can be submitted through our third party provider, QuickFee. [Click here](#) to view their privacy policy

How do we protect your information?

We implement a variety of security measures to maintain the safety of your personal information when you enter or submit information.

We offer the use of a secure server. All supplied sensitive/credit information is transmitted via Secure Socket Layer (*SSL*) technology and then encrypted into our Database to be only accessed by those authorized with special access rights to our systems, and are required to keep the information confidential.

Do we use cookies?

We use cookies in order to analyze website traffic.

Do we disclose any information to outside parties?

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information outside of our family of companies. This does not include trusted third parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when

we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety.

Children Online Privacy Protection Act Compliance

We are in compliance with the requirements of COPPA (*Childrens Online Privacy Protection Act*), we do not collect any information from anyone under 13 years of age. Our website, products and services are all directed to people who are at least 13 years old or older.

Our target audience includes owners and leadership teams of small to mid-sized enterprises. We do not market or offer services to minors.

Your Consent

By using our site, you consent to our online privacy policy.

Changes to our Privacy Policy

If we decide to change our privacy policy, we will post those changes on this page.

Contacting Us

If there are any questions regarding this privacy policy you may contact us using the information below.

De Novo HRConsulting & Business Advisory
260 Knowles Ave, Suite 334
Southampton, PA 18966
info@denovohrc.com