



Privacy Policy

Last updated: October 22, 2025

1. Introduction

Welcome to Formation Inc (“Company,” “we,” “us,” or “our”). We respect your privacy and are committed to protecting the personal information you share with us when you use our website, formationhc.com (the “Site”), including when you fill out our contact form. This Privacy Policy explains how we collect, use, disclose, and safeguard your information, and your rights under applicable U.S. and California privacy laws.

2. Scope

This Privacy Policy applies to visitors to our Site, users who submit the contact form, and any other online interactions you have with us. If you reside in California, additional rights may apply under the California Consumer Privacy Act (CCPA) and the California Privacy Rights Act (CPRA).

3. What Information We Collect

We may collect the following personal information when you use our contact form or interact with us:

- **Identifiers:** name, email address, and phone number.
- **Contact details:** mailing address (if provided).
- **Information you provide:** any additional details included in your inquiry or message.
- **Usage data:** IP address, browser type, device data, and pages viewed (via cookies or analytics tools).



4. How We Collect Information

We collect personal information directly from you when you fill out our contact form or communicate with us, and automatically through cookies and analytics tools when you visit our Site.

5. How We Use Information

We use your information for legitimate business purposes, including:

- Responding to inquiries and providing customer support.
- Communicating with you about job opportunities, staffing needs, or related services.
- Sending job-related marketing communications (you may opt out at any time).
- Improving our Site, user experience, and service quality.
- Complying with applicable laws and regulations.

6. Disclosure of Information

We may share personal information with:

- **Service providers** who host our Site, manage data, or help us operate efficiently.
- **Legal authorities** if required by law or to protect our rights.
- We do not share mobile information or SMS consent with third parties for marketing and promotional purposes.
- We **do not sell or share personal information** for advertising, marketing, or any commercial purpose as defined under California law.



7. Cookies and Tracking Technologies

We use cookies and similar technologies to monitor and analyze website activity. You can control cookies through your browser settings; however, disabling them may affect some features of the Site.

8. California Privacy Rights

If you are a California resident, you have the following rights:

- **Right to Know** – Request details about the personal information we collect, use, or disclose.
- **Right to Delete** – Ask us to delete your personal information, subject to exceptions.
- **Right to Correct** – Request correction of inaccurate personal information.
- **Right to Non-Discrimination** – You will not be treated differently for exercising your rights.

To exercise your rights, contact us at:

 **Email:** jobs@formationhc.com

 **Mailing Address:** 407 North Maple Drive, Beverly Hills, CA 90210

We may need to verify your identity before processing requests.

9. Data Retention

We retain personal information as long as necessary to fulfill the purposes described in this Privacy Policy or as required by law. When data is no longer needed, we delete or anonymize it.

10. Security



We use reasonable administrative, technical, and physical safeguards to protect your personal information. However, no online transmission or storage system is completely secure.

11. International Users

If you access the Site from outside the United States, please note your data may be transferred to and processed in the United States.

12. Children's Privacy

Our Site and services are not intended for individuals under 13. We do not knowingly collect personal information from children under 13.

13. Updates to This Policy

We may update this Privacy Policy periodically. When we do, we will post the updated version on this page with the new "Last updated" date. Your continued use of the Site constitutes acceptance of the revised terms.

14. Contact Us

If you have questions about this Privacy Policy or our data practices, please contact us:

- **Company Name:** Formation Inc
- **Email:** jobs@formationhc.com
- **Mailing Address:** 407 North Maple Drive, Beverly Hills, CA 90210
- **Website:** <https://formationhc.com>