

Privacy Policy

Effective Date: April 2025

Last Updated: April 2025

1. Introduction

Welcome to **The Home Office Co LLC**, a registered DBA of **The Home Office Company** (referred to as “we,” “our,” or “us”). Located in Denver, CO USA

We value your privacy and are committed to protecting your personal information. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you visit our website or engage with our services. By accessing our website or submitting any personal information, you agree to the terms of this policy.

2. Information We Collect

We collect both **personally identifiable information (PII)** and **non-personal data** through the following means:

A. Information You Voluntarily Provide

When you interact with our site or services, you may provide:

- Full Name
- Email Address
- Phone Number
- Mailing Address (if applicable)
- Company Name or Occupation (optional)

- Custom notes or messages (e.g., workspace concerns)

Collected through:

- Booking or scheduling forms (e.g., Calendly, Tally)
- Free consultation quiz or intake forms
- Direct email communications
- Invoicing or checkout (if applicable)

B. Automatically Collected Data

We may also collect:

- IP Address
- Browser type and version
- Device information (e.g., mobile vs. desktop)
- Geographic location (country, city)
- Pages visited and session duration

Collected via tools such as:

- Google Analytics
- Calendly
- Microsoft 365 or Zoom

3. How We Use Your Information

We use your personal data for the following purposes:

- To communicate with you about your inquiries or service bookings

- To deliver our workspace consulting services (virtual or in-person)
- To send booking confirmations, updates, and follow-up emails
- To improve our website experience and service offerings
- To personalize the consulting services we provide
- To send occasional updates about our offerings (only if you opt-in)
- For internal administrative and legal purposes

We **do not sell, rent, or trade your personal information** with third parties for marketing.

4. Legal Basis for Processing (GDPR Compliance)

If you are in the European Economic Area (EEA), our legal basis for collecting and using personal data includes:

- Your consent
- Performance of a contract (e.g., a booked consultation)
- Compliance with legal obligations
- Our legitimate business interests (e.g., improving services)

5. How We Store and Protect Your Information

We store and manage data through trusted third-party platforms that use secure encryption and privacy protocols, including:

- **Tally.so** for quiz and intake submissions

- **Calendly** or **Microsoft Bookings** for scheduling
- **Zoom** or **Google Meet** for virtual sessions
- **Microsoft 365** for secure email communication
- **Stripe** or **Square** or **GoDaddy's Paylink** (if payment is accepted online)

We implement administrative, technical, and physical safeguards to protect your information from unauthorized access, disclosure, or misuse.

6. Sharing and Disclosure of Your Information

We may share your data **only** in the following circumstances:

- With scheduling or payment providers (e.g., Zoom, Stripe) to deliver services
- With third-party tools used to manage your requests (e.g., CRM or email)
- With government authorities if legally required

We will **never sell** your information or disclose it to marketing companies.

7. Cookies and Tracking

Our website may use cookies and similar technologies to:

- Analyze website traffic and performance
- Save user preferences

- Improve site usability

You may control cookies through your browser settings. Blocking cookies may impact your site experience.

8. Your Rights Under Data Privacy Laws

Depending on your location (e.g., US, UK, EU), you may have the right to:

- Request access to the personal data we hold
- Request correction or deletion of your data
- Withdraw consent for us to process your data
- Object to or restrict certain types of processing
- File a complaint with a data protection authority

To make a request, email us at privacy@thehomeofficeco.com

9. Data Retention

We retain personal data only for as long as:

- Necessary to fulfill services
- Required by applicable law (e.g., tax or business records)
- Useful for legitimate business purposes (e.g., repeat client follow-up)

Once no longer needed, data is securely deleted or anonymized.

10. Third-Party Links and Integrations

Our site may include links to third-party websites (e.g., product links, scheduling tools). We are not responsible for the privacy practices of

those websites. Please review their policies separately.

11. Non-Discrimination and Equal Rights in Data Handling

We are committed to protecting the rights and dignity of every individual who interacts with our services. The Home Office Co. does not collect or process personal information in a way that discriminates on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, age, disability, national origin, or any other protected characteristic under applicable law. We strive to ensure that all clients receive equitable access to our services, and that personal data is handled with fairness, transparency, and respect.

12. Children's Privacy

We do not knowingly collect information from individuals under the age of 13. If you believe a child has provided us with personal information, please contact us so we can delete it.

13. Changes to This Privacy Policy

We may update this policy periodically. The revised version will be posted on this page with the updated date. We recommend checking this page occasionally to stay informed.

14. Contact Us

If you have any questions or requests regarding this privacy policy or your data, you may contact:

The Home Office Co LLC

Email: privacy@thehomeofficeco.com

Mailing Address: P.O. Box 371282, Denver, CO 80237

