



Introduction

CoLab Works Collective ("we," "us," "our") is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, and share your personal information when you engage with our consulting services, visit our website, or interact with us in other ways. Please read this policy carefully to understand our views and practices regarding your personal data and how we will treat it.

By using our services or accessing our website, you agree to the collection and use of your personal information as described in this policy.

1. Information We Collect

We may collect the following types of personal information:

- **Personal Identification Information:** Name, email address, phone number, postal address, company name, and other contact details.
- **Professional Information:** Job title, industry, business needs, and other relevant details related to the consulting services you require.
- **Payment Information:** If you make a payment for our services, we may collect billing information such as credit card details, billing address, and payment history.
- **Technical Information:** When you visit our website, we may collect data such as IP address, browser type, operating system, referral URLs, and other technical data to enhance your experience on our site.

2. How We Use Your Information

We use the information we collect for various purposes, including:

- **Providing Consulting Services:** To deliver the services you request, including communication, project management, and support.
- **Billing and Payments:** To process payments and manage billing.
- **Improving Our Services:** To understand your needs and improve the quality of our consulting services.
- **Marketing and Communications:** To send promotional materials, newsletters, or updates about our services, if you have opted in to receive such communications.
- **Compliance and Legal Requirements:** To comply with applicable laws, regulations, and legal obligations.

3. How We Share Your Information

We respect your privacy and do not sell or rent your personal information to third parties. However, we may share your data with:

- **Service Providers:** Trusted third-party vendors who help us perform services on our behalf, such as payment processors, IT support, or cloud service providers. These service providers are required to maintain the confidentiality and security of your data.
- **Legal Compliance:** We may disclose your personal information if required by law or in response to valid legal processes, such as subpoenas or court orders.
- **Business Transfers:** In the event of a merger, acquisition, or sale of all or part of our business, your personal information may be transferred as part of that transaction.

4. Data Security

We implement reasonable security measures to protect your personal information from unauthorized access, disclosure, alteration, or destruction. However, no method of transmission over the internet or method of electronic storage is 100% secure, so we cannot guarantee the absolute security of your data.

5. Retention of Data

We will retain your personal information for as long as necessary to provide our services, comply with our legal obligations, resolve disputes, and enforce our agreements. After this period, we will delete or anonymize your data in accordance with applicable laws.

6. Your Rights and Choices

Depending on your location and applicable laws, you may have the following rights regarding your personal data:

- Access: You can request access to the personal information we hold about you.
- Correction: You can request that we correct any inaccuracies in your personal data.
- Deletion: You may request that we delete your personal information, subject to certain legal exceptions.
- Opt-Out of Marketing Communications: If you no longer wish to receive promotional emails from us, you can unsubscribe by following the instructions in the email or contacting us directly.

To exercise any of these rights, please contact us using the details provided below.

7. Cookies and Tracking Technologies

We use cookies and similar tracking technologies on our website to enhance user experience, analyze website traffic, and personalize content. You can adjust your browser settings to refuse cookies or alert you when cookies are being used. However, some parts of our website may not function properly without cookies.

8. International Data Transfers

If you are located outside the United States (or the country where our firm operates), please be aware that we may transfer your personal data to a country that may not have the same level of data protection laws as your home country. By using our services, you consent to the transfer of your data to such countries.

9. Children's Privacy

Our services are not intended for children under the age of 18, and we do not knowingly collect personal data from children. If we learn that we have inadvertently collected personal information from a child, we will take steps to delete such information as soon as possible.

10. Updates to This Privacy Policy

We may update this Privacy Policy from time to time. Any changes will be reflected on this page with an updated effective date. We encourage you to review this policy periodically to stay informed about how we are protecting your information.

11. Contact Us

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

CoLab Works Collective

letscolab@colabworkscollective.com

(614) 403-9447