



TIER ONE TALENT & INTEL RECRUITING, LLC

Privacy Policy & Disclosure

This document is incorporated by reference into all service agreements, proposals, contracts, and deliverables issued by Tier One Talent & Intel Recruiting, LLC.

Effective Date: February 1, 2026

1. Introduction

Tier One Talent & Intel Recruiting, LLC (“Tier One Talent,” “we,” “our,” or “us”) respects your privacy and is committed to protecting the personal information you share with us. This Privacy Policy explains what information we collect, how we use it, how we protect it, and your rights regarding that information.

This policy applies to all information collected through our website at tier1-talent.com, our contact forms, email correspondence, file uploads, and any other interactions with our company.

2. Information We Collect

Information You Provide Directly

When you interact with our website or services, you may voluntarily provide:

- Name
- Email address
- Phone number
- Company name
- Resume or other uploaded files
- Messages or inquiries submitted through our contact form
- Information provided during recruiting engagements (work history, clearance status, certifications, education, professional references)
- Information provided during consulting engagements (company details, organizational documents, compliance-related materials)

Information Collected Automatically

When you visit our website, certain information may be collected automatically through cookies and similar technologies:

- IP address
- Browser type and version
- Pages visited and time spent on each page
- Referring website or source
- Device type and operating system
- General geographic location (city/region level, not precise location)

3. How We Use Your Information

We use the information we collect to:

- Respond to your inquiries and requests for services
- Provide recruiting services, including candidate sourcing, screening, and placement
- Provide federal compliance consulting services

- Match candidates with appropriate positions based on qualifications, clearance level, and role requirements
- Communicate with you about our services, engagements, and relevant opportunities
- Improve our website functionality and user experience
- Analyze website traffic and usage patterns
- Comply with legal obligations and protect our legal rights

4. How We Share Your Information

We do not sell, rent, or trade your personal information to third parties.

We may share your information in the following limited circumstances:

- With prospective employers or clients, only with your knowledge and consent, as part of the recruiting process
- With service providers who assist in operating our website or business (e.g., website hosting, email services, analytics), subject to confidentiality obligations
- When required by law, regulation, subpoena, court order, or government request
- To protect the rights, property, or safety of Tier One Talent, our clients, or others
- In connection with a business transfer, merger, or acquisition, in which case your information would remain subject to this Privacy Policy

5. Security Clearance & Sensitive Information

Given the nature of our work in the defense and intelligence contracting space, we may collect or discuss information related to security clearance eligibility, clearance levels, and polygraph status. We treat all such information with the highest level of discretion.

We do not store, process, or transmit classified information. Clearance-related information we handle is limited to unclassified administrative details necessary for candidate placement and compliance consulting (e.g., clearance level held, sponsoring agency, investigation dates). We do not request or accept classified materials of any kind.

6. Cookies & Tracking Technologies

Our website uses cookies — small text files stored on your device — to analyze website traffic and improve your browsing experience. We use:

- Essential cookies required for basic website functionality
- Analytics cookies to understand how visitors interact with our site (e.g., Google Analytics or similar services)

You can control cookies through your browser settings. Disabling cookies may affect some website functionality. When you first visit our site, you are presented with the option to accept or decline non-essential cookies.

7. Data Retention

We retain your personal information only for as long as necessary to fulfill the purposes described in this policy, or as required by law. Specifically:

- Contact form submissions and general inquiries: Retained for up to two (2) years unless an ongoing business relationship exists
- Candidate recruiting records (resumes, applications, screening notes): Retained for up to three (3) years to support placement and re-engagement for future opportunities, unless you request earlier deletion

- Consulting engagement records: Retained for the duration of the engagement plus seven (7) years, consistent with federal recordkeeping requirements applicable to government contracting
- Website analytics data: Aggregated and anonymized; retained in accordance with our analytics provider's policies

8. Your Rights

You have the right to:

- Request access to the personal information we hold about you
- Request correction of inaccurate information
- Request deletion of your personal information, subject to any legal or contractual retention obligations
- Withdraw consent for non-essential data processing at any time
- Opt out of marketing communications

To exercise any of these rights, contact us at sgagliardi@tier1-talent.com or 910-850-3055. We will respond to your request within thirty (30) days.

9. Third-Party Links

Our website may contain links to third-party websites. We are not responsible for the privacy practices or content of those sites. We encourage you to review the privacy policies of any third-party site you visit.

10. Children's Privacy

Our services are not directed to individuals under the age of 18. We do not knowingly collect personal information from children. If we become aware that we have collected information from a child under 18, we will take steps to delete that information promptly.

11. State-Specific Disclosures

Depending on your state of residence, you may have additional rights under state privacy laws, including but not limited to the California Consumer Privacy Act (CCPA), the Virginia Consumer Data Protection Act (VCDPA), and the Colorado Privacy Act. If you are a resident of a state with specific privacy legislation and wish to exercise your rights, please contact us using the information provided in Section 8. We will process your request in accordance with applicable law.

12. Changes to This Policy

We may update this Privacy Policy from time to time. Changes will be posted on this page with an updated effective date. Your continued use of our website after any changes constitutes acceptance of the updated policy. We encourage you to review this page periodically.

13. Contact Us

If you have questions about this Privacy Policy or how your information is handled, contact us at:

Tier One Talent & Intel Recruiting, LLC

Email: sgagliardi@tier1-talent.com

Phone: 910-850-3055

Website: tier1-talent.com