

OTBC's Privacy Policy

Effective Date: January 2022

Last Updated: 4/28/2026

This policy will give you information about how we look after your personal data when you visit our website (regardless of where you visit it from). The policy also tells you about your privacy rights and how the law protects you.

This document will also provide you with specific information on how we collect, store, use and share your personal data we collect.

Who We Are?

This privacy policy is issued by Outside The Box Consulting, LLC. The words “we”, “us” or “our” in this policy, are referring to Outside The Box Consulting, LLC or OTBC.

How can you contact us?

We have appointed a data protection officer (“DPO”) who is responsible for overseeing questions in relation to this privacy policy. If you have any questions about this policy, please contact our DPO at:

Valor Legal Advisors
111 Congress Avenue, Austin, Texas
United States of America (78701)
Att: Data Protection Officer

Or by email: privacy.officer@consultingoutsidethebox.com or to monica@consultingoutsidethebox.com

Please include your name and current mailing address so we can identify you, as we need to verify your identity before processing your request.

You can make changes to your information we receive and collect from you by opting out to provide it to us in the settings console when you enter our website. If you wish to unsubscribe from e.g. newsletters or marketing emails you will be able to do so via the link provided in those emails. If you wish to delete cookies placed, our cookie policy will help show you how to do that (more on that later in the Policy under Cookies).

Your Rights

At any point while we are in possession of or processing your personal data, you have the following rights:

1. Right of access – you have the right to request a copy of the information that we hold about you.
2. Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
3. Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records. If we are legally obligated to keep the information or if it is impossible or **disproportionate**, we won't delete it but we will only keep it for as long as it is needed and we have time limits on our data systems.
4. Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
5. Right of portability – you have the right to have the data we hold about you transferred to another organization.
6. Right to object – you have the right to object to certain types of processing such as direct marketing.
7. Right to object to automated processing, including profiling – you also have the right not to have a computer make decisions about you directly (this doesn't include general marketing based on your age or gender).
8. Right to judicial review – if we refuse your request under rights of access, we will provide you with a reason as to why. You have the right to complain.

Important Notes Before Contacting Us

One thing to bear in mind before contacting us: Our sites may contain links to other sites not owned or controlled by us. It could as an example be any social media platforms/services. We are not responsible for the privacy practices of those sites, so if you have questions regarding such sites, you need to contact the site directly. We also really encourage you to be aware and read the privacy policies of other sites because they may very easily be collecting, storing, using and sharing your personal information.

If you feel we are not complying with any of the applicable regulations, you can always reach out to us to file a complaint. We have a Global Data Protection Officer who will take

your complaint very seriously. You can contact our GDPO at **privacy.officer@consultingoutsidethebox.com**. We will reach out to you and follow a procedure to accurately identify you so we can provide you with the best customer service.

You always have the right to complain to the authorities as well, but because we take privacy matters very seriously, we would really appreciate it, if you would talk to us.

You can complain about:

1. how your personal data has been processed;
2. how your request for access to data has been handled;
3. how your complaint has been handled;
4. appeal against any decision made following a complaint.

How do we process your info?

We take your privacy really seriously, so we'll only ask for the information we need to have so we can give you great service.

Whenever we collect customer data, we make sure:

- We ask for permission to collect the data
- We only use the data for the agreed reason and for the time it's needed
- We will, as a minimum, meet the local data protection laws in the country where we provide you with a service via our website or our applications
- We keep data that we're legally required to have on record
- We explain why we need the data and how we'll use it (unless we have legitimate reason not to)
- We check and update privacy information on a regular basis (we might also cross-check the data against other database to make sure it's correct)
- We don't share data with anyone unless we have a legal or legitimate reason, or we have permission from you or if you are a child under 16 from your parents

Security Contact Update

Should you notice any flaws or concerns in our security, please contact us at **privacy.officer@consultingoutsidethebox.com** as soon as possible.

Cookie Policy Reference

Please visit our **Cookie Policy** [INSERT LINK] for more information, including how to delete cookies placed on your device and how to prevent them from being put there in the first place.

California Residents – Key Update (CCPA)

NAME, CONTACT INFORMATION AND IDENTIFIERS

- Do we collect? YES
- Do we disclose for business purposes? YES
- **Do we sell? NO**

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