

## Privacy Policy

Welcome to Resume Scribes, and thank you for choosing us as your employment and career resource. We look forward to working with you, and most importantly, getting to know you as we go forward in crafting your professional and custom resume or other professional writing project. Immediately following is our privacy policy.

"We safeguard your privacy and the security of the personal data therein--purposing to only use your personal and professional information for Resume Scribes and its divisions RS2 Recruiting & Staffing and RS Platinum."

## **Privacy Policy**

- 1. Resume Scribes is committed to protecting our customer's privacy. We ask for and require certain personal and identification information in order to operate Resume Scribes. At no time and under no circumstances will Resume Scribes distribute, disseminate, sell, or disclose any personal or identification information given to us by our customers for the purposes of writing their resumes or other professional writing services. Any personal data that is acquired or stored by Resume Scribes is for resume writing or our candidate and client services purposes only. Resume Scribes will not store, distribute, disseminate, sell, or disclose the content of any resume writing we receive at our service without your express permission.
- 2. As part of our standard operating procedure to enhance and provide new services, Resume Scribes may gather personally identifiable information about visitors to its Site when you enter personally identifiable information such as your full name, street address, telephone number, email address, job interests, job qualifications, and resume. When you choose to provide us with personally identifiable information, Resume Scribes will act in a responsible manner. Resume Scribes will maintain your personally identifiable information in secure cloud, online, and off-line facilities.
- 3. In the unlikely event of a breach of our data system, including physical files, Resume Scribes will notify any and all clients whose personal data has been compromised in a timely manner, and take every reasonable step to mitigate, thwart, further corruption and use of our client's personal data.
- 4. The Customer shall indemnify and save the Company "Resume Scribes" harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken or not taken by the Company for the purpose of complying with any of the provisions of Sections 1, 2, and 3 above, or in reliance on any list, notice or assignment furnished under any of such provisions.