

Privacy Policy

Effective Date: January 1, 2025

Fractional HR of Silicon Valley values the trust our clients, candidates, and business partners place in us. We are committed to protecting the privacy and confidentiality of all personal and business information that we collect, use, and manage in the course of providing human resources consulting services.

1. Information We Collect

In providing HR consulting services, we may collect and process the following categories of information:

- **Candidate Data:** Resumes, cover letters, contact details, employment history, references, and other job application materials.
 - **Client Employee Data:** HRIS records, compensation and benefits information, organizational charts, employee survey data, employee assessments, and other employment-related records shared with us by our clients.
 - **Business Data:** Company policies, employee handbooks, and other sensitive business information necessary for consulting.
 - **Communications:** Email correspondence, meeting notes, and other business communications.
-

2. How We Use Information

We use personal and business information solely to provide HR consulting services, including but not limited to:

- Recruiting and candidate evaluation.
- Consulting with employees on their assessment results.
- Supporting HR operations such as compensation, benefits, and HRIS management.
- Advising clients on HR strategy, compliance, and organizational matters.
- Responding to client inquiries and providing customer support.
- Maintaining business records for operational and legal purposes.

3. How We Share Information

We do not sell or rent personal data. Information may be shared only under the following circumstances:

- **With Clients:** Candidate and employee data is shared only with authorized client representatives for legitimate HR purposes.
 - **With Service Providers:** Third-party vendors (e.g., cloud storage, HR software, benefits broker, payroll provider, etc.) may process data on our behalf under strict confidentiality agreements.
 - **As Required by Law:** If legally compelled, we may disclose information to comply with applicable laws, regulations, or court orders.
-

4. Data Security

We take reasonable administrative, technical, and organizational measures to safeguard data against unauthorized access, disclosure, or misuse. However, no system or transmission can be guaranteed 100% secure.

5. Data Retention

We retain personal and business information only as long as necessary to fulfill the purposes outlined in this policy or as required by law. Resumes and candidate materials may be retained for future opportunities unless the individual requests deletion.

6. Your Rights

Depending on your location, you may have the right to:

- Access and request a copy of your personal data.
- Request correction or deletion of your information.
- Withdraw consent where processing is based on consent.
- Restrict or object to certain types of processing.

Requests can be submitted to the contact information below.

7. International Data Transfers

If we transfer data outside the United States, we will ensure adequate safeguards are in place to protect that information in compliance with applicable laws.

8. Children's Privacy

Our services are intended for businesses and adult professionals. We do not knowingly collect or process personal data from children under 16.

9. Changes to This Policy

We may update this Privacy Policy from time to time. Any material changes will be posted on our website with an updated effective date.

10. Contact Us

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

Fractional HR of Silicon Valley

Email: Peggy@FHRSV.com

Phone: 650-600-0704