

WEBSITE PRIVACY POLICY

ADCO AI LLC

This Website Privacy Policy describes how ADCO AI LLC ("ADCO," "we," "us," or "our") collects, uses, discloses, retains, and protects personal information obtained through adcohq.com, related public forms, recruitment pages, and direct communications arising from those services.

1. SCOPE

This Policy applies to visitors, business contacts, prospective clients, job applicants, and other individuals who interact with ADCO through the public website or related communications. Client data processed under an executed agreement is governed primarily by that agreement, including any master services agreement, statement of work, data processing addendum, or client instruction. This Policy does not override a more specific written agreement.

2. INFORMATION WE COLLECT

ADCO may collect information that you provide directly, including your name, business email address, telephone number, company, title, website, location, inquiry details, workflow requirements, correspondence, and any other information you choose to submit.

When you apply for a position, ADCO may also collect your resume or curriculum vitae, education, work history, professional qualifications, work samples, references, interview information, availability, location, and other recruitment-related information.

ADCO and its service providers may automatically receive limited technical information, including Internet Protocol address, browser type, device type, operating system, referring page, pages viewed, approximate location derived from an Internet Protocol address, timestamps, and diagnostic or security logs. Cookies or similar technologies may be used when necessary to operate, secure, measure, or improve the website.

3. HOW WE USE INFORMATION

ADCO uses personal information to respond to inquiries; assess and manage proposed engagements; communicate with business contacts; operate, secure, troubleshoot, and improve the website and related systems; prevent fraud, abuse, and unauthorized access; recruit and evaluate applicants; maintain business records; enforce agreements and policies; comply with legal obligations; and protect the rights, safety, and property of ADCO, its clients, personnel, and others.

ADCO may create aggregated or de-identified information that cannot reasonably be linked to an individual and may use that information for legitimate business purposes.

4. DISCLOSURE OF INFORMATION

ADCO may disclose personal information to service providers that support hosting, databases, authentication, email, document management, security, analytics, recruitment, and professional services. Such providers are permitted to process information only for authorized purposes and are subject to applicable contractual or legal obligations.

ADCO may also disclose information to affiliated entities involved in authorized operations; to professional advisers; in connection with a financing, reorganization, merger, acquisition, or transfer of assets; to comply with law, legal process, or governmental requests; or when reasonably necessary to protect rights, security, safety, or business continuity.

ADCO does not sell personal information for money. ADCO does not use personal information submitted through inquiry or recruitment forms for cross-context behavioral advertising.

5. RETENTION

ADCO retains personal information only for as long as reasonably necessary for the purpose for which it was collected, to maintain appropriate business and recruitment records, to resolve disputes, to enforce agreements, and to satisfy legal, accounting, security, or compliance requirements. Retention periods may vary based on the nature of the information and the applicable relationship.

6. SECURITY

ADCO uses reasonable administrative, technical, organizational, and physical safeguards designed to protect personal information against unauthorized access, use, alteration, loss, or disclosure. No transmission, platform, or storage method is completely secure, and ADCO cannot guarantee absolute security.

7. INTERNATIONAL PROCESSING

ADCO and its service providers may process information in countries other than the country in which it was collected. Where required, ADCO uses contractual, organizational, and technical safeguards appropriate to the applicable transfer and processing relationship.

8. PRIVACY RIGHTS AND CHOICES

Depending on applicable law, you may have the right to request access to, correction of, or deletion of personal information; to receive information concerning processing; to object to or restrict certain processing; or to withdraw consent where consent is the applicable basis. ADCO may verify a request and may retain or decline to act on information where permitted or required by law.

ADCO does not presently use the website to sell personal information or share it for cross-context behavioral advertising. Because there is no uniform technical standard for browser-based Do Not Track signals, the website may not respond to such signals. ADCO will recognize legally required browser-based privacy signals where applicable to its processing.

9. CHILDREN

The website is intended for business and employment-related use and is not directed to children under thirteen years of age. ADCO does not knowingly collect personal information from children under thirteen through the website.

10. THIRD-PARTY SERVICES

The website may contain links to third-party websites or services. ADCO is not responsible for the privacy, security, or content practices of third parties, and their own terms and policies apply.

11. POLICY CHANGES

ADCO may revise this Policy to reflect changes in law, technology, services, or business practices. The current version will be posted on the website. Material changes will be communicated when required by law.

12. CONTACT

Privacy questions or requests may be submitted through the contact form at adcohq.com.