**Steele Recruiting Privacy Notice**

Updated July 15, 2021

**Information We Collect**

When you use our website, we may collect certain information that identifies you as an individual or relates to an identifiable individual (“**Personal Information**”). The categories of Personal Information we may collect include:

For visitors of the Site, we collect the following categories of information from your browser or directly from you when you visit our Site:

* Activities or actions that occur through your use of the Site, browsing activity, IP address, cookies, location information and installed plug-ins or related functionality
* Information that you provide to us, such as your name, contact information and/or email address

For candidates and members, we collect the following information from you:

* Name and contact information, email address, address (mailing and home) and phone number
* Information contained in your resume, including your linkedin profile
* Professional or employment-related information, such as job search criteria, preferences, previous employment experience, education, skills, reference data, background check information, pay / compensation requirements, ability to work in the United States, and any other information contained in your resume

For Clients, we collect the following Personal Information from you or from our service providers such as job boards:

* Contact information such as name, business phone number, and business email address
* Professional or employment-related information such as your company name, department, and job title
* Information protected against security breaches such as bank and payment information if we render services to you, depending on how you elect to pay for services rendered

With respect to marketing recipients and prospective customers, we collect the following categories of Personal Information from you, from our service providers such as job boards, or from information that is publicly available on the internet:

* Identifiers such as your name, business phone number, and work email
* Professional or employment-related information such as your company name, department, and job title

By providing your mobile phone number to us, you opt in and consent to receive text messages from us, which includes but is not limited to text messages sent through an automatic telephone dialing system. Consent to receive marketing text messages is not required as a condition of working with us. If you do not wish to receive marketing text messages, do not provide us with your mobile phone number.

**How We Use Your Personal Information**

We use Personal Information for the purposes of:

* providing you with information regarding employment opportunities and other career information
* to manage our relationship with you,
* to conduct marketing activities

We may also use your Personal Information to send you automated email messages, text messages (message and data rates may apply), or marketing materials regarding our services, including employment information. We may also use Personal Information for our business purposes, such as data analysis, audits, protecting the Site from abuse, and improving our services.

**Sale of Personal Information.**

We do not sell, rent or lease your Personal Information.

**How We Share Your Information**

For business and commercial purposes, we may disclose to third parties the following categories of Personal Information:

* Name, contact information and/or email address
* Characteristics of protected classifications under California or Federal law such as gender
* Information protected against security breaches like your direct deposit or bank account information so that workers can be paid and Customers can pay us.
* Professional or employment-related information
* Education information

We may disclose your Personal Information to the following categories of third parties:

* **Service Providers.** We may share Personal Information with our third-party service providers who perform business functions and services on our behalf.
* **Customers and Prospective Customers.** Customers and prospective customers may request professional and employment-related information for purposes of evaluating a Candidate’s credentials, skills and experience. Customers may also need to approve and process timesheet information for Candidates.
* **Candidates.** We may share Personal Information of our Customers or prospective customers to Candidates such as when a Candidate must know information about whom to contact when going on an interview or an assignment with a Customer or prospective customer.
* **As required or appropriate by law.** We may disclose Personal Information to regulatory authorities, government authorities or courts to comply with applicable laws, the service of legal process, or if we reasonably believe that such action is necessary to (a) comply with the law requiring such disclosure; (b) protect the rights or property of Steele Recruiting or its affiliated companies; (c) prevent a crime or protect national security; or (d) protect the personal safety of the users or the public.
* **Business transfers.** We also may disclose or transfer information to a third party in the event of any reorganization, merger, sale, joint venture, assignment, transfer or other disposition of all or any portion of our business, assets or stock (including in connection with any bankruptcy or similar proceedings).

**Third Party Links**

This Site may contain links to other third-party sites. We are not responsible for the content or privacy practices of these third-party sites.

**Security**

We endeavor to use reasonable organizational, technical and administrative measures designed to protect your Personal Information within Steele Recruiting.

**Opt-Out**

If you no longer want to receive marketing-related emails, you may opt-out by using the options contained in the footer of each email. Otherwise, you may unsubscribe by contacting [dsteele681@aol.com](mailto:dsteele681@aol.com).

**Information Relating to Minors**

The Site is not meant to be directed to individuals under the age of eighteen (18) and we do not knowingly process Personal Information from individuals under 18.

**Jurisdiction**

The Site is operated from the United States and is not intended to be subject to the laws or jurisdiction of any state, country or territory other than the United States.

**Data Subject Rights Requests**

You may have certain rights available to you under applicable law, with respect to your personal information. If you would like to exercise your rights to make an information access request or a deletion request, contact us by using the information listed in the ‘Contact Us’ Section below.

**Contact Us**

If you have any questions or complaints about this Notice, or if you would like to update any personal information you have provided to us, please contact us.

P.O. Box 241804

Apple Valley, MN 55124

Email: [dsteele681@aol.com](mailto:dsteele681@aol.com)