

# Privacy Policy - SWPPQueen.com

## Effective Date

May 06, 2025

## Welcome to SWPPQueen.com

Welcome to SWPPQueen.com (referred to as "we," "us," or "our"). This Privacy Policy explains how we collect, use, disclose, and protect your personal information when you visit our website or submit information through our employment opportunities form.

By using our website, you agree to the practices described in this policy.

## 1. Information We Collect

### a. Information You Provide Directly

When you apply for employment opportunities, we collect:

- Full name
- Email address
- Phone number
- Home address
- Resume and cover letter
- Available start date
- Desired pay
- Desired role

### b. Information Collected Automatically

We use Google Analytics to track website traffic and usage trends. This includes:

- Browser type and version
- Device type
- Pages visited and time spent
- Referring website
- General location data (e.g., city-level, not exact address)

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Google Analytics may set cookies in your browser. You can learn more or opt out via Google's privacy settings.

## 2. How We Use Your Information

We use the information we collect to:

- Review and process employment applications
- Improve website functionality and user experience
- Monitor usage patterns to enhance our training and compliance offerings
- Ensure compliance with legal and regulatory requirements

## 3. Sharing Your Information

We do NOT sell your personal information.

We may share your data with:

- Internal HR and hiring personnel
- Service providers that support website hosting and analytics
- Legal authorities if required to comply with applicable law or protect our legal rights

## 4. Your Privacy Rights (California Residents)

If you reside in California, you have the right to:

- Know what personal information we've collected
- Request a copy of your data
- Request deletion of your data
- Opt-out of the sale of personal information (note: we do not sell data)

To exercise your rights, email us at [ceo@swppqueen.com](mailto:ceo@swppqueen.com) with "California Privacy Request" in the subject line.

We will verify your identity before fulfilling any requests.

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## 5. Data Security

We take reasonable administrative and technical precautions to safeguard your information. However, no system is 100% secure. We encourage you to avoid sharing sensitive personal information outside of what's requested in our forms.

## 6. Retention

We retain submitted employment information only as long as necessary for recruitment or legal compliance purposes.

## 7. Third-Party Links

Our website may contain links to third-party websites. We are not responsible for the privacy practices of those sites.

## 8. Changes to This Policy

We may update this Privacy Policy from time to time. Any changes will be posted on this page with the updated "Effective Date."

## 9. Contact Us

If you have any questions about this Privacy Policy or how we handle your data, please contact us at:

Email: [ceo@swppqueen.com](mailto:ceo@swppqueen.com)

Address: 3625 Fair Oaks Blvd Suite 100 Sacramento, CA 95864