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Privacy Policy

Protecting your privacy is extremely important to Achieve-it Consulting, LLC. We strive to keep your personal information confidential. Please take a moment to read the Privacy Policy to ensure that you are aware of and understand how we handle your personal information.

Why we collect personal information

We collect personal information to facilitate the consulting services we offer. The information we require is the absolute minimum necessary. Achieve-it Consulting, LLC uses your personal information to provide you with the best customer services, and to communicate with you regarding your file. In addition, we use your personal information to keep you up to date on the latest service announcements, feature updates, special offers, and other information we think you would like to hear about. From time to time, we may also use your personal information in order to contact you regarding participation in a market research survey, so that we can gauge client satisfaction and improve our services further. Should you begin the process of hiring Achieve-it Consulting LLC, but not complete the process, Achieve-it Consulting, LLC may use your personal information to contact you regarding your experience on the web site, and may talk to you about future business relationships.

How we collect personal information

We collect information about you: (i) that you submit during the sign up process for our services, and (ii) any time we enter information from documentation that you provide into our database. In addition, when you sign up for a new Achieve-it Consulting, LLC service, or ask to be included in an email mailing list, we collect and store the information you provide in a secure database.

When we disclose personal information

Because the ability to communicate with our clients is absolutely essential, your personal information may be shared with other Achieve-it Consulting, LLC employees. They will protect your personal information in accordance with the Achieve-it Consulting, LLC Customer Privacy Policy. Achieve-it Consulting, LLC will not share your personal contact information with other companies unless you specify otherwise.

Achieve-it Consulting, LLC works with other companies that help us provide Achieve-it Consulting, LLC services to you, and we may provide your personal information to these companies. For example, should we need to forward written documents to you we give shipping companies this information so they can deliver more efficiently. The information they receive is for shipping and delivery purposes only, and we require that the companies safeguard your personal information in accordance with Achieve-it Consulting, LLC's policies.

How we protect your personal information

Achieve-it Consulting, LLC safeguards the security of the data you send us with physical, electronic, and managerial procedures. We urge you to take every precaution to protect your personal data when you are on the Internet. Change your passwords often, use a combination of letters and numbers, and make sure you use a secure browser.

Collecting other personal information

When you browse Achieve-it Consulting, LLC's web site, you are able to do so anonymously. Generally, we don't collect personal information when you browse — not even your email address. Your browser, however, does automatically tell us the type of computer and operating system you are using.

Like many web sites, the Achieve-it Consulting, LLC web site may use "cookie" technology. When you first connect to our site, the cookie identifies your browser with a unique, random number. Cookies help us understand which parts of our web sites are the most popular, where our visitors are going, and how long they spend there. We use cookies to study traffic patterns on our site so we can make the site even better.

We may use third-party advertising companies to serve ads on our behalf. These companies may employ cookies and action tags to measure advertising effectiveness. Any information that these third parties collect via cookies and action tags is completely anonymous.

Achieve-it Consulting, LLC's Companywide Commitment to Privacy

To make sure your personal information remains confidential, we communicate these privacy guidelines to every Achieve-it Consulting, LLC employee and staff member.

- Achieve-it Consulting, LLC does not knowingly solicit personal information from children or send them requests for personal information.
- Achieve-it Consulting, LLC's web site may contain links to other sites. Achieve-it Consulting, LLC does not share your personal information with those web sites and is not responsible for their privacy practices. We encourage you to learn about the privacy policies of those companies.
- If we are going to use your personal information differently from that stated at the time of collection, we will try to contact you via email using the most recent information we have. If you have not given us permission to communicate with you, you will not be contacted, nor will we use your personal information in a new manner.

Achieve-it Consulting, LLC's Privacy Policy is subject to change at any time. We encourage you to review the Privacy Policy regularly for any changes.