

## **J.A.P Tech Consulting LLC – Privacy Policy (B2B)**

Last updated: August 6, 2025

### **1. Who we are**

J.A.P Tech Consulting LLC (“J.A.P,” “we,” “us,” or “our”) provides recruiting and related services to business clients in the United States. This Privacy Policy describes how we handle personal information about business contacts at our current, former, and prospective clients, and website/marketing visitors acting in a business capacity.

Not covered: job candidates and employees (see our separate Candidate Privacy Notice).

### **2. What this policy covers**

This policy applies to personal information we collect about:

- Business contacts at clients and prospective clients
- Visitors who interact with our website, emails, or marketing materials in a business capacity

It does not cover consumer/household use, candidates, or employees.

### **3. Personal information we collect**

- Identifiers & contact details: name, business title, company, work email, phone, address.
- Professional info: role, department, purchasing authority, areas of interest.
- Communications & preferences: emails, meeting notes, marketing preferences.
- Website/device info: IP address, general geolocation, pages viewed, referral URL, browser type, device identifiers, cookie IDs.
- Billing/contract info: company billing contacts, PO numbers, signed agreements.

Sources: you, your colleagues, your company website, public business directories/LinkedIn, event registrations, and our website/marketing tools.

Data minimization: We collect only the information needed for the purposes below.

#### **4. How we use personal information**

We use information to:

- Provide, administer, and improve our services
- Respond to inquiries and support requests
- Manage accounts, proposals, contracts, and billing
- Send service-related messages and—per your preferences—marketing communications
- Plan and host meetings, demos, and events
- Maintain website functionality and perform analytics/measurement
- Detect, prevent, and investigate security incidents and fraud
- Comply with legal, regulatory, and audit requirements

We do not use client contact information for cross-context behavioral advertising/targeted ads. If that changes, we will update this Policy and provide opt-out options.

#### **5. How we share personal information**

We may disclose information to:

- Service providers/contractors (hosting, CRM, email, billing, analytics) under written confidentiality and use restrictions
- Professional advisers (legal, audit, accounting) as needed
- Authorities when required by law or to protect rights, safety, or security
- Successors (e.g., merger, acquisition, asset transfer)

We do not sell personal information and we do not share personal information for cross-context behavioral advertising. If that changes, we will post a “Do Not Sell or Share My Personal Information” link and honor such choices, including Global Privacy Control (GPC) signals.

## **6. Cookies and analytics**

We use cookies and similar technologies to operate the site, remember preferences, and understand how our site is used. You can control cookies via your browser settings; blocking some cookies may limit site functionality. Learn more in our Cookie Policy which can be found on the bottom of our webpage, including the categories we use and how to manage your choices.

## **7. Retention**

We retain business contact information for as long as necessary for our relationship and legitimate business purposes, then delete or de-identify it per our retention schedule.

Typical periods:

- Client account & communications history: contract term + up to 4 years
- Contracts, invoicing, and tax records: up to 7 years (or longer if required by law)
- Website analytics data: typically 13–36 months, depending on the tool configuration

## **8. Security**

We use reasonable administrative, technical, and physical safeguards designed to protect personal information. No method of transmission or storage is 100% secure. If we discover a security incident affecting your information, we will notify affected individuals as required by applicable law.

## **9. Your U.S. state privacy rights**

Depending on your state, you may have rights to:

- Access/know the categories and specific pieces of personal information we hold about you
- Correct inaccuracies
- Delete certain personal information
- Obtain a portable copy of certain information

- Opt out of sales, targeted advertising, or certain profiling (we do not sell or engage in targeted advertising today)

How to exercise your rights: Email [privacy@japtechconsulting.com](mailto:privacy@japtechconsulting.com) or use our web form [link]. We will verify your request (e.g., by confirming control of your business email and matching details). You may authorize an agent to submit a request; we may require proof of authorization and identity.

Timing: We will respond within 45 days; we may extend once by 45 days where permitted and will tell you why.

Appeals: If we deny your request, you may appeal by emailing [appeals@japtechconsulting.com](mailto:appeals@japtechconsulting.com) with “Privacy Appeal” in the subject. We will provide our decision and how to contact your state attorney general, as required.

Non-discrimination: We will not discriminate against you for exercising your rights.

## **10. California-specific disclosures**

- Notice at Collection: At or before collection, we disclose the categories of personal information collected, purposes, whether information is sold or shared, and our retention periods or criteria (see above and our Notice at Collection).
- Categories collected (last 12 months): identifiers; professional information; internet/network activity (site analytics); commercial/billing information; inferences from interactions (e.g., interest segments).
- Sensitive personal information: We do not intend to collect or use sensitive personal information about clients.
- “Do Not Sell or Share”: We do not sell or share personal information for cross-context behavioral advertising. If that changes, we will provide a “Do Not Sell or Share My Personal Information” link and honor Global Privacy Control (GPC) signals.
- Do Not Track: Our website does not respond to browser Do Not Track (DNT) signals.

## **11. Children's information**

Our services are aimed at businesses. We do not knowingly collect personal information from children under 16.

## **12. International transfers**

We operate and store information in the United States. If you access our services from outside the U.S., your information will be processed in the U.S. under U.S. law.

## **13. Changes to this policy**

We may update this Policy from time to time. We will post the updated version with a new “Last updated” date. Material changes will be highlighted reasonably. Prior versions are available upon request.

## **14. Contact us**

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