

## Capital CFO, LLC Privacy Policy

Capital CFO LLC (“Capital CFO”) provides outsourced bookkeeping and chief financial officer services for small and medium sized businesses and nonprofits. Capital CFO’s website is available at <https://capitalcfollc.com/>.

### **I. PURPOSE OF PRIVACY POLICY**

This Privacy Policy (the “Policy”) discloses the privacy practices for Capital CFO. The Policy applies solely to information collected by Capital CFO on its website and through social media. This Policy notifies you of the following:

- What personally identifiable information (“PII”) you may provide when accessing the Capital CFO website, how your PII will be used, and with whom it may be shared.
- The security procedures Capital CFO has in place in order to protect your PII.
- How you can correct, change, update, or delete any PII collected and maintained by Capital CFO.
- How policy changes will be communicated to you.
- How to address concerns over the use of your PII.

### **II. DATA COLLECTION AND USE**

- A. *Users*** are the individuals who access the Capital CFO website and social media sites, and provide information to Capital CFO through those sites. Users will not be required to provide any PII in order to access the Capital CFO website. By providing information to Capital CFO, all Users are agreeing to comply with this Privacy Policy. Throughout this Policy, Users shall be referred to as “Users,” “you” or “your.” Capital CFO is intended for Users in the United States who are **at least 18 years old**.
- B. *PII Collected***: Capital CFO collects only the PII needed directly from Users interested in learning more about our services through the Contact Us form (<https://capitalcfollc.com/contact/>). This includes the following:
1. Name,
  2. Email address,
  3. Telephone number,
  4. Services the User is interested in learning more about, and
  5. Other information voluntarily provided by the User.

**C. *Other Contacts with Capital CFO:*** Users may also provide PII to the owner of Capital CFO as follows:

1. Through email at [sabrina@capitalcfollc.com](mailto:sabrina@capitalcfollc.com),
2. By sending a message through Facebook at <https://www.facebook.com/capitalcfo>, or
3. By sending a message through LinkedIn at <https://www.linkedin.com/company/capital-cfo>.

**D. *Use of PII & Other Data:***

1. Capital CFO will use the PII collected from Users through its website and social media sites to respond and engage in discussions regarding potential services that may be provided by Capital CFO.
2. Capital CFO will NOT sell, lease, rent, or otherwise share your PII with any third parties who are not associated with Capital CFO.
3. Capital CFO will not use your PII to contact you about products or services that are not associated with Capital CFO without your permission.

**E. *Storage of PII:*** Capital CFO will store your PII and other data in Google Contacts and its Customer Relationships Management (“CRM”) software. Capital CFO will delete your PII and other data upon your request.

### **III. DATA PROTECTION RIGHTS**

**A. *User Rights:*** Users have the following rights with respect to protection of PII and other data collected by Capital CFO:

1. *Access:* You have the right to request that Capital CFO provide you with a copy of your PII or other data. Capital CFO reserves the right to charge a small fee for this access.
2. *Corrections:* If you believe that Capital CFO is maintaining any incorrect information, you may request a correction.
3. *Deletions:* In many cases, you may request that your PII and other data be deleted from our servers and networks.

**B. *Requests:*** To request any of the above or if you have any questions about the use of your PII, contact us immediately via email at [sabrina@capitalcfollc.com](mailto:sabrina@capitalcfollc.com).

### **IV. COOKIES**

**A. *Use of Cookies:*** Capital CFO only uses cookies (data stored on your hard drive) to improve your experience as a User while you are on the Capital CFO website. For

more information about cookies, please review the information at <http://www.allaboutcookies.org/>.

**B. *Managing Cookies*:** You may choose to set your browser so it does not accept cookies. This will not prevent you from using Capital CFO's website.

**V. PRIVACY POLICY EFFECTIVE DATE & UPDATES**

This Policy is effective as of April \_\_\_\_, 2021. Capital CFO reserves the right to update this Policy at any time, by posting it on our website at <https://capitalcfollc.com/privacy-policy/>.