



# RADIANT BUSINESS SOLUTIONS

## Privacy Policy for Radiant Business Solutions

**Effective Date: September 1, 2024**

Radiant Business Solutions ("we," "us," or "our") is committed to protecting your privacy. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you use our services. Please read this policy carefully to understand our views and practices regarding your personal data and how we will treat it.

### 1. Information We Collect

We may collect and process the following types of personal information:

- **Personal Identification Information:** Name, email address, phone number, business address, and other contact details.
- **Business Information:** Company name, job title, and other professional details related to the services we provide.
- **Transactional Information:** Details about your transactions, including the services provided and any communications related to the business relationship.
- **Technical Data:** IP address, browser type, operating system, and other information collected through cookies and other tracking technologies.

### 2. How We Use Your Information

We use your personal information for the following purposes:

- **To Provide Services:** To deliver our virtual assistant services, including transaction coordination, listing coordination, marketing, and administrative tasks.
- **To Communicate:** To send you updates, respond to inquiries, and provide customer support.
- **For Business Operations:** To maintain and improve our services, conduct internal analysis, and enhance our offerings.
- **For Legal Compliance:** To comply with legal obligations and protect our legal rights, including responding to lawful requests from public authorities.

### 3. How We Share Your Information

We do not sell or rent your personal information to third parties. However, we may share your information in the following circumstances:

- **With Service Providers:** We may share information with trusted third-party service providers who assist us in operating our business, such as cloud storage providers or communication tools, under strict confidentiality agreements.
- **For Legal Reasons:** If required by law, legal process, or government request, we may disclose your information to comply with applicable laws and regulations.

- **Business Transfers:** In the event of a merger, acquisition, or other business transaction, your information may be transferred as part of that deal.

#### 4. Data Security

We implement appropriate technical and organizational security measures to protect your personal information from unauthorized access, disclosure, alteration, or destruction. While we strive to protect your data, please be aware that no security measure is 100% foolproof.

#### 5. Your Data Rights

You have certain rights regarding your personal data, including:

- **Access:** You may request a copy of the personal information we hold about you.
- **Correction:** You can ask us to correct or update any inaccuracies in your personal data.
- **Deletion:** You may request the deletion of your personal data, subject to certain legal obligations.
- **Opt-Out:** You have the right to opt out of receiving marketing communications from us.

To exercise these rights, please contact us at [info@theradiantsolution.com](mailto:info@theradiantsolution.com).

#### 6. Cookies and Tracking Technologies

We may use cookies and similar tracking technologies to collect information about your interactions with our website. This helps us provide a better user experience, analyze trends, and administer the site. You can control your cookie settings through your browser.

#### 7. Third-Party Links

Our website or communications may contain links to third-party websites. We are not responsible for the privacy practices or content of these external sites. We encourage you to review the privacy policies of any websites you visit.

#### 8. Changes to This Policy

We may update this Privacy Policy from time to time. Any changes will be posted on this page with an updated effective date. We encourage you to review this policy periodically to stay informed about how we are protecting your information.

#### 9. Contact Us

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

**Radiant Business Solutions**

**30 N Gould St, Suite R | Sheridan, WY 82801**

**Email: [info@theradiantsolution.com](mailto:info@theradiantsolution.com)**

**Phone: 918.417.2734**