

Privacy Policy

Our Policy

This website enables the ordering of a services designed to help your business get off the ground and grow. Executive Assistance Online is committed to protecting your privacy and using technology that gives you the safest and most awesome online experience available. The following information will help you understand how Executive Assistance Online collects, uses, and safeguards the information you provide through this website. The terms "we", "our", and "us" in this Privacy statement refer to Executive Assistance Online and its affiliates.

Executive Assistance Online wants to assure you that when we ask for customer information, our goal is to improve our customer relationships.

GENERAL TERMS AND CONDITIONS

By entering into any contract or agreement with Executive Assistance Online for products and/or services to be provided by Executive Assistance Online, including, without limitation, ordering any products and/or services through the Executive Assistance Online website (hereinafter referred to as your “Contract” with Executive Assistance Online), you hereby agree to abide by, comply with, and be legally bound by the policies, terms, and conditions hereinafter set forth (these “Terms and Conditions”).

For the purpose of these Terms and Conditions, references to the products and/or services provided by Executive Assistance Online shall include, without limitation, executive assistance, document preparation (typing/transcription), spreadsheets and data entry, and bookkeeping (QuickBooks), print marketing, resumes and profile updates, and computer management consulting, and any and all future product or service offerings of Executive Assistance Online.

One of the payment options we use is PayPal as our payment provider, processor, and gateway. This provider was chosen for their quality, consumer usability and ease of use, security for credit card payments, and streamlined service offerings. Your

interactions with and use of these services and features are governed by the individual Privacy Policies and Terms of Service of PayPal.

If you do not agree with any provision of these Terms and Conditions, you should not order any products or services from Executive Assistance Online or enter into your Contract with Executive Assistance Online. These Terms and Conditions are hereby incorporated by reference into your Contract. To the extent that any provision of these Terms and Conditions conflicts with any provision of your Contract, the provision set forth herein shall be deemed amended so as to be consistent with the provisions of your Contract.

Executive Assistance Online reserves the right to modify, amend, update, and change these Terms and Conditions from time to time without notice. You are responsible for regularly viewing these Terms and Conditions. You acknowledge and agree that Executive Assistance Online shall not be liable to you or to any third party for any modification, amendment, suspension, discontinuance, or other change to these Terms and Conditions.

If any provision of these Terms and Conditions are found by a court of competent jurisdiction to be invalid or unenforceable in whole or in part for any reason, the remainder of the Terms and Conditions shall remain valid and enforceable.

All headings in this agreement are for convenience only and shall not affect the meaning of any provision hereof.

Information Collection & Use

Executive Assistance Online uses the information collected about you to process your order and to provide a better purchasing experience. We will request that you supply personal information for purposes such as receiving correspondence, making purchases, participating in online surveys or market research. If you elect to participate, Executive Assistance Online will require personally identifiable information, including your name, mailing address, phone number, credit card information, or e-mail address. When you submit personal information to Executive Assistance Online, you understand and agree that we may access, store, and use your information.

We may use your information to communicate with you about products, and services. Respectful of your privacy and confidentiality, we offer you the option not to receive these types of communications. If you no longer wish to receive special offers or promotional notifications, please follow the unsubscribe instructions included in each

communication. We may also send you order confirmation emails. Generally, you may not opt-out of these communications, which are not promotional in nature.

We will retain your information for as long as needed to provide you products and/or services. If you wish to request that we no longer use your information to provide you products and/or services, please contact us. We will retain and use your information only as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

Information Sharing and Your Choices

Executive Assistance Online does not share, rent or sell your personal information with third parties for them to market their products and services directly to you. We only share your personal information with companies that provide services to help us with our business activities which require applications for working on the service you have selected from our website. With your concurrence and your request of any products or services provided by companies, these companies are authorized to use your personal information only as necessary to provide these services to us.

We reserve the right to disclose information about you:

- as required by law, such as to comply with a subpoena, or similar legal process
- when we believe in good faith that disclosure is necessary to protect our rights, protect your safety or the safety of others, investigate fraud, or respond to a government request,
- if Executive Assistance Online is involved in a merger, acquisition, or sale of all or a portion of its assets, you will be notified via email and/or a prominent notice on our website of any change in ownership or uses of your personal information, as well as any choices you may have regarding your personal information,
- to any other third party with your prior consent to do so.

Security

Executive Assistance Online is committed to protecting your personal information. Security measures are in place on this website to protect against the loss, misuse, and alteration of the information under our control. Additionally, we utilize the

appropriate physical, technical, and administrative procedures to safeguard the information we collect. We offer industry-standard security measures available through your Web browser. When you are on this Website, if you choose to pay by credit card, you will be connected directly to PayPal where you will sign into your PayPal account. Credit card numbers are used only in the event you concur with the purchase of any application required to complete your Project. Please remember that email, which is different from the encrypted sessions above, is not secure. Therefore, we ask that you do not send sensitive information such as credit card or account numbers to us via an unsecured email message.

Confidentiality

Information you provide will be safeguarded according to strict standards of security and confidentiality. Executive Assistance Online recognizes and appreciates the importance of responsible use of the information you choose to provide. We take steps to require that our vendors, consultants, suppliers, and contractors observe our Privacy Policy with respect to security and the collection, use, and exchange of our clients' information. They are expected to abide by the Privacy Policy when conducting work for us and are prohibited from using your personally identifiable information for any other purpose.

For our payment services provided by PayPal or your banking institution for bank etransfers when paying for our services, you are bound by and responsible to adhere to the individual Privacy Policies and Terms of Services outlined on their individual websites. You are solely responsible to make yourself familiar with these terms.

Tracking Activity on our Website

In order to make your visit to our Website as productive as possible, we track activity on our website. However, we want you to know that the tracking technology we use does not identify any personal information about you. It cannot retrieve data from your hard drive, pass on computer viruses, or capture any personal information about you, such as your name, address, phone number, or email address. We only know who you are if you make that known to us.

As is true with most Websites, we gather certain information automatically when individuals browse our site and store it in log files. This information includes internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, operating system, date/time stamp, and clickstream data. We use this non-personal information to analyze trends, to administer the site, to track users'

movements around the site, and to gather demographic information about our user base as a whole, in order to improve the functionality of the Website.

We use cookies to improve your shopping experience. Cookies are small pieces of information that are stored by your Web browser on your computer's hard drive. A cookie may contain information (such as a unique user session ID) that is used to track the pages of the Websites you've visited. The information in cookies helps to serve you better by keeping track of your order when shopping on this site; it also helps us improve site design. We do not store sensitive information, other than your name, in your cookies. Most Web browsers automatically accept cookies, but you can set your browser to decline cookies. Even if your Web browser is set to decline cookies, you can use many of the features within this site.

Social Media

The Website provides users the opportunity to interact and post content through various social media sites including, but not limited to, Twitter, Facebook, Instagram, and LinkedIn. Your interactions with such tools, and any information you provide in connection with these interactions are publicly viewable outside of our website domain. Each social media site has its own privacy policies, which may be more or may be less protective than this Policy. If you do not wish for this information to be disclosed, then you should not use these tools. We are not responsible for information you choose to post in this forum.

Children Visiting our Websites

This website is directed at adults. We do not knowingly collect or use information from children under the age of 13. Should children access this website, we are confident that parents will not judge any of the information provided as objectionable for viewing. If we become aware that a child under 13 has provided us with personally identifiable information, we will delete such information from our files. We encourage parents and guardians to take an active role in their children's online activities and interests.

Other Websites Linked to Executive Assistance Online' Websites

Executive Assistance Online is not responsible for the content or information practices employed by other websites that are linked to or from this website. In most cases, links to non-Executive Assistance Online websites are provided solely as pointers to information on topics that may be useful to the users of this website.

Consent to Privacy Policy/Changes to Privacy Policy

By using this Website, you consent to our posted Privacy Policy. If you do not agree with this Privacy Policy, please do not use this Website. We reserve the right to modify this Privacy Policy at any time, so please review it frequently. Your continued use of this Website following the posting of changes to these terms means that you accept these changes.

We may change our privacy policy at any time. Any changes to the privacy and security policy will be posted on this Website so that you are aware of the information we collect, how we use it, as well as the latest updates on how we maintain the secure portions of our Website. If we make material changes to this policy, we will notify you here, by email, or by means of a notice on our home page prior to the changes becoming effective.

To Correct/Update/Access/Opt Out/Deactivate:

Executive Assistance Online is committed to ensuring that the information we obtain, and use is accurate. Please send an email to executiveofficeassistance@gmail.com to ask questions or review, update, or correct the personally identifiable information that was collected online from you. If you no longer wish to receive special offers or promotional communications, please follow the unsubscribe instructions included in each communication. As your service provider we prepared to answer questions about and give you reasonable access to your personal information in our database.