# **Privacy Policy**

#### Introduction

Top Talent Consulting ("we," "us," or "our") respects your privacy and is committed to protecting your personal information. This Privacy Policy explains how we collect, use, disclose, and safeguard your data when you visit our website <a href="https://toptalentconsulting.com">https://toptalentconsulting.com</a>, interact with our lead capture form, or use our services.

#### 1. Information We Collect

When you use our website or services, we may collect the following types of information:

- **Personal Information:** Includes your name, email address, phone number, company name, and other details you provide when filling out forms.
- Automatically Collected Information: Includes your IP address, browser type, and usage data to help us improve user experience.

### 2. How We Use Your Information

We use your information to:

- Provide and manage our services.
- Communicate with you, including responding to inquiries.
- Improve our website, services, and offerings.
- For marketing purposes, including sending information about our services if you opt-in.

# 3. Sharing Your Information

We do not sell or lease your information to third parties. We may share information with trusted third parties to assist in providing our services (e.g., CRM or email marketing tools) and as required by law.

### 4. Data Security

We take reasonable steps to protect your data through administrative, technical, and physical security measures. However, no internet or email transmission is ever fully secure or error-free.

#### 5. Your Rights

Depending on your location, you may have the right to access, update, or delete your information. To exercise your rights, please contact us using the details below.

#### 6. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. Changes are effective when posted on this page.

#### 7. Contact Us

For questions regarding this Privacy Policy, please contact us at:

**Email:** hiring@toptalentconsulting.com

### **Terms & Conditions**

#### Introduction

These Terms & Conditions govern your access and use of <a href="https://toptalentconsulting.com">https://toptalentconsulting.com</a> (the "Website") and our services. By using our Website and services, you agree to comply with these Terms.

### 1. Use of Our Website and Services

You may use the Website for lawful purposes only. You agree not to use the Website in any way that could harm or negatively affect its functionality.

### 2. Data Collection & Use

By submitting your information through our lead capture form, you agree to our collection and use of your data in line with our Privacy Policy.

### 3. Intellectual Property

All content on our Website, including text, graphics, and logos, is our property or that of our content suppliers. You may not use our content without permission.

#### 4. Disclaimer of Warranties

Our Website and services are provided "as is" without warranties of any kind. We make no guarantees regarding the accuracy or completeness of information on our Website.

# 5. Limitation of Liability

Top Talent Consulting shall not be liable for any damages arising from the use of our Website or services, to the maximum extent permitted by law.

### 6. Changes to Terms

We may update these Terms & Conditions occasionally. Continued use of our Website and services signifies acceptance of any updated Terms.

#### 7. Contact Us

If you have any questions or concerns regarding these Terms & Conditions, please contact us at:

Email: info@toptalentconsulting.com