



THE CEO DESK LLC

Privacy Policy

Effective Date: August 16, 2026 | Last Updated: August 16, 2026

Privacy at a glance. This Policy explains what personal information The CEO Desk LLC may collect through theceodesk.net, how we use and disclose it, the choices available to you, and how to contact us. It is written to support generally applicable U.S. privacy requirements and includes state-specific rights where applicable.

1. Scope

This Privacy Policy applies to personal information collected through The CEO Desk LLC website, online forms, scheduling links, email, phone communications, and related business interactions. It does not apply to third-party websites or services that have their own privacy policies.

2. Personal Information We May Collect

Depending on how you interact with us, we may collect the following categories of personal information:

- Identifiers and contact information, such as your name, email address, telephone number, business name, and similar contact details.
- Business and professional information, such as your role, company, service needs, business goals, and information you choose to share about your operations.
- Appointment and inquiry information, including consultation requests, scheduling details, messages, and information submitted through forms.
- Internet or device information, such as IP address, browser type, device type, referring pages, pages visited, timestamps, and similar technical information that may be collected through website logs or analytics tools if enabled.
- Communications, such as emails, form submissions, and records of your interactions with us.
- Other information you voluntarily provide to us.

We do not request sensitive personal information unless it is reasonably necessary for a specific service or legal purpose. Please do not submit Social Security numbers, government identification numbers, financial account credentials, health information, or other highly sensitive data through general website forms unless we specifically request it through an appropriate secure process.

3. How We Collect Personal Information

- Directly from you when you submit a form, schedule a consultation, send us an email, call us, or otherwise communicate with us.

- Automatically through our website, hosting environment, security tools, cookies, or analytics technologies if those tools are enabled.
- From service providers that help us operate our website, scheduling, forms, communications, and business systems.
- From publicly available or business-related sources when reasonably necessary for legitimate business purposes.

4. How We Use Personal Information

- Respond to inquiries and communicate with you.
- Schedule and manage consultations or appointments.
- Evaluate your service needs and provide requested information about our services.
- Deliver, support, and improve our virtual assistant and business support services.
- Operate, maintain, secure, troubleshoot, and improve our website and business systems.
- Maintain business records and administer our relationship with clients, prospects, and service providers.
- Protect against fraud, misuse, security incidents, and other unlawful activity.
- Comply with applicable laws, regulations, legal process, and enforceable governmental requests.
- Send marketing or promotional communications where permitted by law and subject to your opt-out rights.

5. Cookies and Similar Technologies

Our website or service providers may use cookies, pixels, local storage, log files, or similar technologies to keep the website functioning, understand website traffic, improve performance, and support security. The exact technologies used may change as our website evolves.

You can usually control cookies through your browser settings. Blocking certain cookies may affect website functionality. If we use technologies that trigger an opt-out right under an applicable U.S. state privacy law, we will provide the required method to exercise that choice.

6. How We Disclose Personal Information

We may disclose personal information to the following categories of recipients when reasonably necessary for the purposes described in this Policy:

- Service providers and contractors that support website hosting, forms, CRM, scheduling, email, security, analytics, communications, and other business operations.
- Professional advisers, such as legal, accounting, insurance, or compliance professionals.
- Government authorities, regulators, courts, law enforcement, or other parties when disclosure is required or permitted by law.
- Parties involved in a merger, acquisition, financing, reorganization, sale of assets, or similar business transaction, subject to appropriate protections.
- Other parties when you direct us to disclose information or provide your consent.

Our website currently uses or may link to third-party services such as HighLevel/LeadConnector for forms and Google Calendar for appointment scheduling. When you use those services, your information may also be processed under the applicable provider's privacy terms.

7. Sale or Sharing of Personal Information

We do not knowingly sell personal information for money. We also do not knowingly use or disclose personal information for cross-context behavioral advertising in a manner that would be considered a “sale” or “sharing” under the California Consumer Privacy Act unless we first provide any legally required notice and opt-out mechanism. If our practices change, we will update this Policy and provide required choices.

8. Data Retention

We retain personal information for as long as reasonably necessary to fulfill the purposes described in this Policy, provide services, maintain business and legal records, resolve disputes, enforce agreements, protect security, and comply with applicable law. Retention periods vary depending on the type of information and the reason it was collected.

9. Data Security

We use reasonable administrative, technical, and organizational safeguards designed to protect personal information against unauthorized access, loss, misuse, alteration, or disclosure. However, no website, electronic transmission, or storage system can be guaranteed to be completely secure, and we cannot guarantee absolute security.

10. Your Privacy Rights

Depending on where you live and whether a particular state privacy law applies to The CEO Desk LLC, you may have rights regarding your personal information. These rights may include:

- The right to confirm whether we process your personal information and to access or obtain a copy of it.
- The right to request correction of inaccurate personal information.
- The right to request deletion of personal information, subject to legal exceptions.
- The right to obtain certain personal information in a portable format.
- The right to opt out of certain sales, sharing, targeted advertising, or profiling, where applicable.
- The right to limit certain uses or disclosures of sensitive personal information, where applicable.
- The right not to receive discriminatory treatment for exercising applicable privacy rights.
- The right to appeal a decision on a privacy request where required by applicable state law.

To exercise an applicable privacy right, contact us at support@theceodesk.net or call 520-556-8584.

Please describe your request and provide enough information for us to reasonably verify your identity. We may request additional information when necessary to verify a request and protect against fraud. You may use an authorized agent where permitted by law.

California Privacy Notice

If the California Consumer Privacy Act, as amended by the California Privacy Rights Act (collectively, the “CCPA”), applies to our processing of your personal information, California residents may have rights to know, access, delete, correct, and receive information about categories of personal information collected, sources, purposes, and categories of recipients. California residents may also have rights to opt out of sale or sharing and to limit certain uses of sensitive personal information, when applicable. We will not discriminate against you for exercising rights provided by the CCPA.

The categories described in Section 2 are the categories of personal information we may collect. The business or commercial purposes are described in Section 4, and the categories of recipients are described

in Section 6. We do not knowingly sell personal information for money. We do not knowingly sell or share the personal information of consumers under 16 years of age.

Other U.S. State Privacy Laws

Residents of states with comprehensive privacy laws may have similar rights, including access, correction, deletion, portability, opt-out, and appeal rights, subject to each law's applicability, definitions, exemptions, and exceptions. We will process verified requests in accordance with applicable law.

11. Marketing Communications

If you receive marketing emails from us, you may unsubscribe using the unsubscribe link in the message or by contacting us. We may still send non-promotional communications, such as responses to inquiries, service notices, or transactional messages. Where text messaging is used, any consent to receive marketing text messages will be handled separately as required by applicable law.

12. Children's Privacy

Our website and services are intended for adults and business users. We do not knowingly collect personal information online from children under 13. If you believe a child under 13 has provided personal information to us, contact us so we can review and, where appropriate, delete the information.

13. Third-Party Links and Services

Our website may contain links to third-party websites or services. We are not responsible for the privacy, security, or content practices of third parties. We encourage you to review the privacy policies of any third-party service you use, including external scheduling and form providers.

14. Do Not Track and Browser Signals

Some browsers offer "Do Not Track" settings. There is not a single universally accepted standard for responding to all Do Not Track signals. Where applicable law requires recognition of an approved opt-out preference signal, we will honor such signals as required.

15. Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices, technology, services, or legal requirements. When we make changes, we will update the "Last Updated" date above. Material changes may be communicated through additional notice when appropriate or required by law.

16. Contact Us

If you have questions about this Privacy Policy, our privacy practices, or a privacy request, contact:

Business	The CEO Desk LLC
Email	support@theceodesk.net
Phone	520-556-8584
Website	https://theceodesk.net/