## **Privacy Policy**

## 1. Introduction

This Privacy Policy outlines how Optimal Catalyst Consulting ("the Company," "we," "us," or "our") collects, uses, discloses, and protects the personal information of users ("you," "your," or "users") of our website and services.

### 2. Information We Collect

We may collect personal information, including but not limited to names, contact details, job titles, and company information, voluntarily provided by users through forms on our website, during communication, or in the course of our business relationship.

### 3. How We Use Your Information

We use the collected information for purposes such as responding to inquiries, providing services, and improving our offerings. We may also use your information for marketing communications, provided you have given your consent, and offer you the option to opt-out.

#### 4. Sharing Your Information

We do not sell, trade, or rent your personal information to third parties. However, we may share your information with trusted service providers who assist us in delivering our services or conducting our business, subject to confidentiality agreements.

#### 5. Cookies and Similar Technologies

Our website may use cookies and similar technologies to enhance user experience. Users can manage cookie preferences through their browser settings. Please note that disabling cookies may affect the functionality of the website.

#### 6. Security Measures

We employ reasonable security measures to protect your personal information from unauthorized access, disclosure, alteration, and destruction. However, no data transmission over the internet or method of storage is entirely secure, and we cannot guarantee absolute security.

## 7. Links to Third-Party Websites

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

#### 8. Changes to Privacy Policy

We reserve the right to modify this Privacy Policy at any time. Changes will be effective upon posting on our website. Users are encouraged to review this Privacy Policy regularly.

#### 9. Your Rights

You have the right to access, correct, and delete your personal information. If you wish to exercise these rights or have any questions about our privacy practices, please contact us at <u>henryfrem@optimalcatalystconsulting.ca</u>.

# 10. Consent

By using our website or providing personal information, you consent to the terms of this Privacy Policy.

# **Contact Information**

If you have any questions or concerns about this Privacy Policy, please contact us at <u>henryfrem@optimalcatalystconsulting.ca</u>.