

Privacy Policy

Effective Date: 22nd October 2025

1. Introduction

Welcome to Olympus Commercial Cleaning. We are committed to protecting the privacy and security of your personal information.

This Privacy Policy ("Policy") describes how Olympus Commercial Cleaning ("we," "us," or "our") collects, uses, shares, and protects the personal information of visitors to our website, <https://www.olympuscleaning.us> (the "Site"), as well as our potential and current clients and job applicants.

By using our Site or services, you agree to the collection and use of information in accordance with this policy.

2. Information We Collect

We collect information that identifies, relates to, describes, or is reasonably capable of being associated with you ("Personal Information"). We collect this information from several sources:

A. Personal Information You Provide to Us:

- **Contact and Quote Forms:** When you request a quote, schedule a consultation, or fill out a "Contact Us" form, we collect identifiers such as your **name, email address, phone number, business name**, and the **physical address** of your facility.
- **Employment Applications:** If you apply for a job through our Site, we collect professional and employment-related information, such as your **name, contact details, employment history, resume**, and any other information you provide in your application.
- **Communications:** When you contact us via email or phone, we may keep a record of that correspondence and the Personal Information you provide.

B. Information We Collect Automatically:

- **Usage Data:** When you visit our Site, we automatically collect internet and electronic network activity information. This may include your **IP address, browser type, operating system, device information**, the pages you viewed on our Site, the dates and times of your visit, and the referring website.
- **Cookies and Tracking Technologies:** We use cookies and similar tracking technologies (like web beacons) to track activity on our Site and store certain information. Cookies are files with a small amount of data that are sent to your browser from a website and stored on your device.

3. How We Use Your Information

We use the Personal Information we collect for the following business purposes:

- **To Provide Our Services:** To respond to your requests for quotes, schedule services, and manage your account.
- **To Communicate With You:** To answer your inquiries, send you service updates, and provide customer support.
- **For Marketing:** To send you promotional materials, newsletters, and other information about our services that may interest you. You may opt out of receiving these communications at any time.
- **To Process Employment Applications:** To review and evaluate your candidacy for employment with Olympus Commercial Cleaning.
- **To Improve Our Site:** To analyze how our Site is used, diagnose technical problems, and improve the user experience and functionality.
- **For Legal and Security Purposes:** To comply with legal obligations, protect against fraudulent or malicious activity, and enforce our terms of service.

4. How We Share Your Information

We do not sell your Personal Information. We may share your Personal Information with third parties only in the ways that are described in this Policy:

- **Service Providers:** We may share your information with third-party vendors and service providers who perform services on our behalf, such as website hosting, data analysis, email delivery, customer relationship management (CRM), and (for job applicants) background check services. These providers are obligated to protect your information and use it only for the purposes for which it was disclosed.
- **Legal Requirements:** We may disclose your Personal Information if required to do so by law or in response to valid requests by public authorities (e.g., a court or government agency).
- **Business Transfers:** In the event of a merger, acquisition, bankruptcy, or other sale of all or a portion of our assets, your Personal Information may be transferred as part of that transaction.

5. Cookies and Your Choices

You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Site. We use cookies for:

- **Essential Operations:** To enable necessary Site functions.
- **Analytics:** To help us understand how our Site is being used (e.g., Google Analytics).
- **Preferences:** To remember your settings and preferences.

6. Data Security

We implement reasonable administrative, technical, and physical security measures designed to protect your Personal Information from unauthorized access, use, alteration, or disclosure.

However, please be aware that no method of transmission over the Internet or method of electronic storage is 100% secure.

7. Data Retention

We will retain your Personal Information only for as long as is necessary for the purposes set out in this Policy, or as required to comply with our legal obligations, resolve disputes, and enforce our agreements.

8. Your Privacy Rights

You have certain rights regarding your Personal Information, subject to local law. These may include the right to:

- **Access:** Request access to the Personal Information we hold about you.
- **Correction:** Request correction of inaccurate Personal Information.
- **Deletion:** Request that we delete your Personal Information.
- **Opt-Out of Marketing:** You may opt out of receiving marketing emails from us by following the "unsubscribe" link in those emails or by contacting us directly.

Notice to California Residents (CCPA):

If you are a California resident, you have specific rights under the California Consumer Privacy Act (CCPA), including:

- **Right to Know:** The right to request that we disclose what Personal Information we collect, use, disclose, and sell.
- **Right to Delete:** The right to request the deletion of your Personal Information, subject to certain exceptions.
- **Right to Opt-Out:** We do not sell Personal Information, so there is no need to opt out of the sale of your data.
- **Right to Non-Discrimination:** The right to not be discriminated against for exercising your CCPA rights.

To exercise any of these rights, please contact us using the information in the "Contact Us" section below.

9. Children's Privacy

Our Site and services are not directed to individuals under the age of 13. We do not knowingly collect Personal Information from children under 13. If we become aware that we have collected Personal Information from a child under 13, we will take steps to delete that information.

10. Links to Other Websites

Our Site may contain links to other websites that are not operated by us. If you click on a

third-party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy of every site you visit. We have no control over and assume no responsibility for the content or privacy practices of any third-party sites or services.

11. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page and updating the "Effective Date" at the top. We encourage you to review this Policy periodically for any changes.

12. Contact Us

If you have any questions about this Privacy Policy or wish to exercise your privacy rights, please contact us:

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