



PRIVACY POLICY

We respect the confidentiality and privacy of the information we collect, and handle it securely. Inspiring HR requires all employees, associates and any other representatives of our company, past or present, to comply with our Privacy Policy at all times. Our practices apply to all potential, current and former client companies, and those currently or formerly employed by our client companies.

Information We May Collect

Our website asks for the following information when an interested party completes our Contact Us Form: Name, Email Address, Company Name, Web Address, Number of Employees, Address, Phone Number and Services of Interest.

If any type of Audit is initiated, Inspiring HR's questions include but are not limited to: Current Organizational Structure; Payroll, Benefits and Paid Time Off Information; Record Keeping and Employee Files; Concerns regarding Employee Discipline, Potential or Pending Complaints.

How Information May Be Used

Information received from our Contact Us form is used to better understand our client's needs, and to prepare a quote or proposal. This information will never be shared with an outside party without proper written authorization.

Email addresses are collected for communication between Inspiring HR and the person who submitted an inquiry. Email addresses are never shared with an outside party without proper written authorization.

Any information that Inspiring HR collects, via our website or otherwise, will never be released in a manner that breaches personal privacy or company confidentiality.

Safeguards

Inspiring HR has electronic and physical processes in place support our efforts to collect accurate information and preserve privacy and confidentiality at all times. Any employees or persons representing Inspiring HR are required to acknowledge receipt of our Privacy Policy and comply with all practices outlined in it.

Any questions or concerns regarding our Privacy Policy or practices can be directed to (804) 822-6383, or emailed to mflanigan@inspiringhr.com.