

Last Updated 9/4/2026

Our Privacy Policy

ACT collects personal data to operate our business and provide you with our services. We only collect the information that is necessary for the purposes outlined in this policy.

SMS Terms and Conditions:

By providing your mobile phone number, you consent to receive SMS messages from ACT related to your inquiry, and you acknowledge that you have read, understood, and agree to our Privacy Policy. ACT will not share any mobile information with third parties or affiliates for marketing or promotional purposes. You may text STOP at any time to opt-out of messages or HELP if you require assistance, and a member of our team will reach out to you. Message and data rates may apply. The frequency of ACT messages may vary depending on the needs of the recipient. If you have any questions or concerns, you may contact ACT via email at info@hr-act.com or by phone at (757)-639-2218.

The types of personal information we collect, and our reasons for collecting it, are described below:

- **Information You Provide to Us Directly**

We collect information that you voluntarily provide to us when you use our services. This includes:

- **Customer Support Information:** If you contact our support team, we collect your name, email address, and the content of your communication.
 - **Purpose:** To respond to your inquiries and provide customer support.

- **Cookies and Other Tracking Technologies**

We use cookies and similar tracking technologies to track the activity on our services and store certain information. Cookies are small data files stored on your device. You can manage your cookie preferences by adjusting your browser settings. We use them for several purposes:

- **Strictly Necessary Cookies:** These are essential for the operation of our website (e.g., to remember items in your shopping cart).
- **Analytics and Performance Cookies:** We use these to understand how visitors use our website, which helps us to improve its functionality.

We may share your personal information with the following categories of third parties for the purposes described below:

- **Service Providers:** We engage trusted third-party service providers to perform functions and provide services to us. We may share your personal information with these providers to facilitate our services, such as:
 - **Cloud Hosting Services:** To store your data securely.
 - **Payment Processors:** To process your transactions.
 - **Analytics Providers:** To help us analyze how our services are used and improve them.
 - **Customer Support Platforms:** To assist with your support inquiries. We only share the minimum amount of information necessary for the service provider to perform its function, and these parties are contractually obligated to protect your data.
- **Affiliates and Corporate Partners:** We may share your information with our affiliated companies, which are under common ownership or control. This is to help us provide you with a unified and consistent service. We may also share information with trusted business partners to provide you with joint products or services.
- **Legal and Regulatory Disclosures:** We may disclose your information if required to do so by law or in response to valid requests by public authorities (e.g., a court order or subpoena), to protect our rights, or to protect the safety of our users or the public.
- **Business Transfers:** In the event of a merger, acquisition, or sale of all or a portion of our assets, your personal information may be transferred to the acquiring entity. We will notify you via email or a prominent notice on our website of any such transfer and any choices you may have regarding your information.

We are committed to protecting the security of your personal data. We have implemented a range of appropriate technical and organizational measures to protect your information against accidental or unlawful destruction, loss, alteration, unauthorized disclosure, or access.

These measures include:

- **Encryption:** We use industry-standard encryption protocols (like SSL/TLS) to protect data both in transit and at rest.
- **Access Controls:** Access to your personal data is restricted to employees, contractors, and agents who need to know that information to perform their job duties. They are subject to strict confidentiality obligations.
- **Firewalls and Monitoring:** We use firewalls and continuous monitoring to detect and prevent unauthorized access to our systems.

- **Regular Audits:** We conduct regular security assessments and audits to ensure the effectiveness of our safeguards.

Important Note: While we strive to use commercially acceptable means to protect your personal data, we cannot guarantee its absolute security. In the event of a data breach, we have established procedures to handle any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

We will retain your personal information only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use your information to the extent necessary to comply with our legal obligations, resolve disputes, and enforce our legal agreements and policies.

Your Privacy Rights

We believe you should have control over your personal data. Below is a summary of the key rights you have under data protection laws. To exercise any of these rights, please contact us at info@hr-act.com.

- **Right to Know and Access:** You have the right to request a copy of the personal information we hold about you. This includes information about what data we collect, why we collect it, and who we share it with.
- **Right to Correction:** You have the right to ask us to correct any personal information you believe is inaccurate or incomplete.
- **Right to Deletion (Right to be Forgotten):** You have the right to request that we delete your personal data. We will fulfill this request unless we are required to retain the data by law.
- **Right to Data Portability:** You have the right to request that we provide you with your personal data in a structured, commonly used, and machine-readable format.

How to Exercise Your Rights

To exercise any of your privacy rights, please submit a verifiable consumer request to us by emailing us at info@hr-act.com or calling our toll-free number (757)-639-2218.

Your request must include sufficient information to allow us to reasonably verify that you are the person about whom we collected personal information. We will respond to all legitimate requests within 30 days of receiving your request. Please note that we may ask you to provide additional information to confirm your identity before processing your request.

We reserve the right to modify this Privacy Policy at any time, in our sole discretion. Any changes to this policy will be effective immediately upon being posted on this page, with an updated "Last Updated" date at the top.

We will provide notice of any material changes to this policy by placing a prominent notice on our website.