
CAREER CONNEXIONS LLC (CCONX")

PRIVACY POLICY

This Privacy Policy explains how Career Connexions LLC ("CCONX," "we," "us," or "our") collects, uses, shares, and protects personal information when you visit our website or use our career coaching and job-search services.

1. Information We Collect

We collect the following categories of information:

- Contact information you provide, such as your name, email address, phone number, and mailing address.
- Career and professional information, including your resume content, work history, education, career goals, target roles, and compensation expectations.
- Payment information processed through our payment provider (CCONX does not store full payment card numbers on its own systems).
- Communications and session notes arising from coaching engagements.
- Website usage information collected automatically, such as pages visited and general analytics data (see Section 5, Cookies and Analytics).

2. How We Use Your Information

We use your information to:

- provide, personalize, and improve coaching and job-search services;
- prepare resumes, LinkedIn content, cover letters, and other deliverables;
- facilitate your access to CareerShift and Job Machine as part of your plan;
- process payments and manage your account;
- communicate with you about your engagement, including scheduling and billing; and
- comply with legal obligations.

We do not sell your personal information to third parties.

3. How We Share Your Information

CCONX shares personal information with the following categories of recipients, and only as necessary to deliver the services in your plan:

3.1 CareerShift

Where your plan includes Access Game services, CCONX shares the information necessary to provision your CareerShift account and support your use of the platform — typically your name, email address, and relevant career information — with CareerShift, a platform owned and operated by Springshare LLC. Once your CareerShift account is provisioned, your use of the platform and any data you enter directly into it is also governed by CareerShift's own privacy policy accessible at <https://www.careershift.com/legal/privacy>.

3.2 Job Machine

Where your plan includes Volume Game services, CCONX shares the information necessary to enable automated job application submission — typically your resume, contact information, and target role criteria — with Job Machine, an independent third-party service. Job Machine's own privacy policy governs its handling of information you provide directly to that platform. Its Privacy Policy is available at: <https://jobmachine.app/privacy>.

3.3 Service Providers

We share information with vendors who perform services on our behalf, such as payment processing, email delivery, and website hosting, under confidentiality obligations consistent with this Policy.

3.4 Legal and Safety

We may disclose information where required by law, subpoena, or legal process, or where necessary to protect the rights, property, or safety of CCONX, our clients, or others.

3.5 Business Transfers

If CCONX is involved in a merger, acquisition, or sale of assets, personal information may be transferred as part of that transaction, subject to standard confidentiality protections.

4. Data Retention

Your data is retained for the duration of your engagement and afterward for recordkeeping and legal purposes, after which it is deleted or de-identified.

5. Cookies and Analytics

Currently, CCONX is not using analytics/cookie tools on its website. If this policy changes in the future, CCONX will link, if required, a cookie-consent mechanism to its website.

6. Your Rights and Choices

Depending on your location, you may have the right to access, correct, or request deletion of your personal information, or to opt out of certain uses. To exercise these rights, contact us using the information in Section 9 below. We will respond within a reasonable time and consistent with applicable law.

7. Data Security

We use reasonable administrative, technical, and physical safeguards designed to protect your personal information. However, no method of transmission or storage is completely secure, and we cannot guarantee absolute security.

8. Children's Privacy

CCONX's services are intended for adults seeking career transition support and are not directed to individuals under the age of 18. We do not knowingly collect personal information from children.

9. Contact Us

Questions about this Privacy Policy, or requests regarding your personal information, may be directed to Career Connexions LLC at info@careerconnexions.com.

10. Changes to This Policy

We may update this Privacy Policy from time to time. Material changes will be posted on our website with an updated "Last Updated" date.