

Who we are

GourmetHR.com is a firm dedicated to arbitration, mediation and other forms of Alternative Dispute Resolution. Our website address is: <https://www.GourmetHR.com>.

What personal data we collect and why we collect it

1. The information we collect

We collect information directly from individuals online, as well as automatically through the use of our Sites.

- Information collected directly

We may collect personal information about you—such as your name, address, telephone number, fax number, e-mail address, etc.—directly from you. For example, personal information may be collected when you fill out a ‘Contact Us’ form, submit information as part of certain online services (i.e. [GourmetHR.com](https://www.GourmetHR.com) booking service), or otherwise provide us information through the Sites. Generally, the information we collect includes your:

- Name, company name and title/position.
- Email address, phone number, mailing address and contact details.
- Contact preferences and interests.
- Business affiliations.
- Other information related to your request or inquiry.

- Automatically-collected information

We use cookies, log files, pixel tags, local storage objects and other tracking technologies to automatically collect information when users access or use the services or visit our Site, such as an IP address, general location information, domain name, page views, a date/time stamp, browser type, device type, device ID, Internet service provider (“ISP”), referring/exit URLs, operating system, language, clickstream

data, and other information about the links clicked, features used, size of files uploaded, streamed or deleted, and similar device and usage information. For more information, see the “Cookies and similar devices” section below.

2. Our use of personal information

We use the personal information you provide to respond to your request or inquiry and in the ordinary course of conducting our business. Generally, we use the information (including personal information) that we collect online as follows:

- **Providing support and services**
To provide and operate our Sites, communicate with you about your use of our Sites, provide troubleshooting and technical support, respond to your inquiries, communicate with you, and for similar service and support purposes.
- **Responding to your requests**
To respond to your inquiries, and consider your request or application (i.e., by submitting an online or email appointment request, we will use it as part of the review process. And to send out confirmation notices).
- **Personalization**
To tailor content we may send or display on the Sites, including to offer location customization and personalized help and instructions, and to otherwise personalize your experiences.
- **Analytics and improvement**
To better understand how users’ access and use the Sites, and our other products and offerings, and for other research and analytical purposes, such as to evaluate and improve our services and business operations and to develop services and features.

- Protect our legal rights and prevent misuse
To protect the Sites and our business operations; to prevent and detect fraud, unauthorized activities and access, and other misuse; where we believe necessary to investigate, prevent or take action regarding illegal activities, suspected fraud, situations involving potential threats to the safety or legal rights of any person or third party, or violations of our Terms of Use or this Privacy Policy.
- Comply with legal obligations
To comply with the law or legal proceedings. For example, we may disclose information in response to subpoenas, court orders, and/or other lawful requests by regulators and/or law enforcement, including responding to national security or law enforcement disclosure requirements.
- General business operations
Where necessary, for the administration of our general business, accounting, recordkeeping and legal functions.
- Anonymous and de-identified information
We create and use anonymous and de-identified information to assess, improve and develop our business, products and services, and for similar research and analytics purposes.

3. Disclosure of personal information

GourmetHR.com is a firm dedicated to arbitration, mediation and other forms of Alternative Dispute Resolution. We will not lease or sell your personal information, nor will we share such information with any third parties, outside of GourmetHR.com, for any purpose.

We may share personal information with the following categories of third parties:

- Third party service providers that provide services to us or to whom we outsource certain services, such as data hosting or software or technology services.

- Our professional advisers, such as lawyers and accountants.
- Government and/or regulatory authorities.
- Professional indemnity insurers.
- Regulators, tax authorities and/or corporate registries.

In addition, we may disclose personal information to other third parties under the following circumstances:

- Legally required
If we are required to do so by law (in response to a subpoena or valid court order).
- Protect our rights
Where we believe it necessary to respond to claims asserted against us, comply with legal processes (including, but not limited to, subpoenas or warrants), enforce or administer our agreements and terms, or for fraud prevention, risk assessment, investigation, and to protect the rights, property or safety of GourmetHR.com, our clients and customers, or others.

We may also share aggregate or de-identified information with third parties for research, marketing, analytics and other purposes, provided such information does not identify a particular individual.

4. Direct marketing

As noted, we may send periodic promotional emails to you, and where required by law, we will obtain your consent to do so. You may opt out of such communications at any time by following the opt-out instructions contained in the email or email us at info@GourmetHR.com. If you opt out of receiving emails about recommendations or other information, we think may interest you, we may still send you emails about your account or any services you have requested or received from us.

5. Cookies and similar devices

We and our service providers use cookies, pixels, log files and other mechanisms to gather information about your use of our Sites.

- Cookies

Cookies are alphanumeric identifiers that we transfer to your computer's hard drive through your web browser for record-keeping purposes. Some cookies allow us to make it easier for you to navigate our Site, while others are used to enable a faster log-in process or to allow us to track your activities while using our Site. Most web browsers automatically accept cookies, but if you prefer, you can edit your browser options to block them in the future. The Help portion of the toolbar on most browsers will tell you how to prevent your computer from accepting new cookies, how to have the browser notify you when you receive a new cookie, or how to disable cookies altogether.

- Clear GIFs, pixel tags and other technologies

Clear GIFs are tiny graphics with a unique identifier, similar in function to cookies. In contrast to cookies, which are stored on your computer's hard drive, clear GIFs are embedded invisibly on web pages. We may use clear GIFs (also referred to as web beacons, web bugs or pixel tags), in connection with our services to, among other things, track the activities of users of our services, help us manage content, and compile statistics about usage of our services. We and our third party service providers also use clear GIFs in HTML emails to our customers, to help us track email response rates, to identify when our emails are viewed, and to track whether our emails are forwarded.

- Log files

Most browsers collect certain information, such as your IP

address, device type, screen resolution, operating system version, and internet browser type and version. This information is gathered automatically and stored in log files.

- Third party analytics

We also use automated devices and applications, such as Google Analytics (you may obtain more information about Google Analytics [here](#)) to evaluate the use of our services. We use these tools to gather non-personal data about users to help us improve our services and user experiences. These analytics providers may use cookies and other technologies to perform their services, and may combine the information they collect about you on our Sites with other information they have collected for their own purposes. This Policy does not cover such uses of data by third parties.

Our Cookie Policy contains further information about our use of cookies.

6. Access and correction

If you would like to review the personal information, we have collected about you via the Sites, or request that we update or delete it, please contact Stephanie Leffler at stephanie@GourmetHR.com.

7. Third party websites and links

Our Site contains links to other sites whose information practices may be different than ours. Visitors should consult the other sites' privacy notices as we have no control over information that is submitted to, or collected by, these third parties.

8. Our commitment to security

We employ security measures to prevent unauthorized access to information that we collect online. However, we cannot guarantee the security of your personal information.

10. How to contact us

If you have any questions or concerns about the Privacy Policy for GourmetHR.com or its implementation, you may contact us at info@GourmetHR.com. If at any time you decide that we should no longer hold any of your personal information, or you wish to change the use to which any such information can be put, please let us know by emailing Stephanie Leffler at stephanie@GourmetHR.com.

11. Revisions to our Privacy Policy

We reserve the right to revise this Policy or any part of it from time to time. Please review the Policy periodically for changes. If we make material changes, we will endeavor to provide notice ahead of such changes, such as by email or through a notice on GourmetHR.com.