

This Privacy Policy outlines how [Resolution Queen LLC] collects, uses, and secures your information when you use our resume writing services.

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

## 1. Information We Collect

To create your resume or LinkedIn profile, we collect the following personal information directly from you:

- **Identification Data:** Name, email address, phone number, and mailing address.
- **Professional Data:** Employment history, education, skills, and professional highlights provided in your draft or interview.
- **Payment Information:** We use [Cash App](#) and Wix Payments exclusively for transactions. We do not store your Cash App or debit or credit card credentials, but we do log that a payment was made by your cashtag/name or payment ID for bookkeeping.

## 2. How We Use Your Information

Your information is used solely for the purpose of:

- Writing and editing your career documents.
- Communicating with you regarding your project.
- Processing payments

**We do not sell, rent, or share your resume, contact information, or professional data with third-party marketers or job boards.**

## 3. Data Retention and Storage (Two-Year Policy)

To facilitate future updates to your documents, we retain your files and personal information for a period of **two (2) years** from the date of final delivery.

- After two years, all digital files (including drafts, final resumes, and notes) will be permanently deleted from our secure storage.
- If you wish to have your data deleted sooner, you may request it by emailing [\[resolutionqueenllc@gmail.com\]](mailto:resolutionqueenllc@gmail.com).

#### **4. Security**

We take reasonable measures to protect your information, including using encrypted storage and secure, password-protected devices. However, no method of electronic storage is 100% secure.

#### **5. Third-Party Payments (Cash App)**

Preferred payments are handled through Cash App. Your financial transaction data is governed by Cash App's privacy policy, not ours.

All direct payment gateways adhere to PCI-DSS standards for secure handling of credit and debit card data. Data is secured using encryption, including HTTPS and TLS 1.2+.

#### **6. Your Rights**

You have the right to:

- Access the information we hold about you.
- Request corrections to any inaccuracies in your documents.
- Request early deletion of your data.

#### **7. Changes to This Policy**

We may update this policy occasionally. Continued use of our services after updates constitutes acceptance of the new policy.

#### **Contact Us**

If you have questions about this Privacy Policy, please contact:

[Resolution Queen LLC]

[resolutionqueenllc@gmail.com]

[February 8, 2026]