

**Last Updated:** Aug 3rd, 2025

Welcome to Liquid Resume ("we," "us," or "our"). We are committed to protecting your privacy. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you use our web app extension (the "Service"). Please read this privacy policy carefully. If you do not agree with the terms of this privacy policy, please do not access the Service.

We reserve the right to make changes to this Privacy Policy at any time and for any reason. We will alert you about any changes by updating the "Last Updated" date of this Privacy Policy.

## 1. Information We Collect

We may collect information about you in a variety of ways. The information we may collect via the Service includes:

### a. Personal Data You Provide to Us:

We collect personal information that you voluntarily provide to us when you use the Service. This information is essential for the core functionality of creating a tailored resume. This includes:

- **Resume Content:** Your name, contact information (email, phone number, address), employment history, educational background, skills, and any other information you include in your resume.
- **Job Descriptions:** The text and details of job descriptions you provide or upload to the Service for the purpose of tailoring your resume.
- **Account Information:** If we offer account creation, we may collect your username, password, and email address.

### b. Information Collected Automatically:

When you use our extension, we may automatically collect certain information about your device and usage, including:

- **Usage Data:** Information about how you interact with the Service, such as the features you use, the pages you view, and the dates and times of your access.
- **Device and Browser Information:** Your IP address, browser type, operating system, and extension version. This information is typically collected in an aggregated and anonymous form.

## 2. How We Use Your Information

Having accurate information about you permits us to provide you with a smooth, efficient, and customized experience. Specifically, we may use information collected about you via the Service to:

- **Provide and Manage the Service:**
  - Generate, tailor, and format resumes based on the information you provide.
  - Enable you to save, edit, and download your documents.
  - Create and manage your account (if applicable).
- **Improve Our Service:**
  - Understand and analyze usage trends and preferences to improve the Service and develop new features and functionality.
  - Monitor and analyze usage and trends to improve your experience with the Service.
- **Communicate with You:**
  - Respond to your comments, questions, and requests and provide customer service.
  - Send you technical notices, updates, security alerts, and administrative messages.

**We will not use the personal content from your resumes or the job descriptions you provide for any purpose other than providing and improving the service for you.**

### **3. How We Share Your Information**

We do not sell your personal information. We may share information we have collected about you in certain situations. Your information may be disclosed as follows:

- **By Law or to Protect Rights:** If we believe the release of information about you is necessary to respond to legal process, to investigate or remedy potential violations of our policies, or to protect the rights, property, and safety of others, we may share your information as permitted or required by any applicable law, rule, or regulation.
- **Third-Party Service Providers:** We may share your information with third parties that perform services for us or on our behalf, including data storage (e.g., cloud hosting), data analysis, and customer service. These third parties are obligated to protect your data and are not permitted to use it for their own purposes.
- **Business Transfers:** We may share or transfer your information in connection with, or during negotiations of, any merger, sale of company assets, financing, or acquisition of all or a portion of our business to another company.

### **4. Data Storage and Security**

We use administrative, technical, and physical security measures to help protect your personal information. We store your data on secure servers and take reasonable steps to secure the information you provide.

However, please be aware that despite our efforts, no security measures are perfect or impenetrable, and no method of data transmission can be guaranteed against any interception or other type of misuse. Any information disclosed online is vulnerable to interception and misuse by unauthorized parties. Therefore, we cannot guarantee complete security if you provide personal information.

## **5. Data Retention**

We will only retain your personal information for as long as it is needed for the purposes set out in this Privacy Policy, or as long as we are required to do so by law. You can delete your information at any time by [Describe how a user can delete their data, e.g., "deleting your account" or "clearing data within the extension's settings"].

## **6. Your Rights and Choices**

You have certain rights regarding the personal information we hold about you. These may include the right to:

- **Access:** Request a copy of the personal information we have about you.
- **Correction:** Request that we correct any inaccurate or incomplete information.
- **Deletion:** Request that we delete your personal information from our systems.

To exercise these rights, please contact us at the email address below.

## **7. Children's Privacy**

Our Service is not intended for use by children under the age of 13. We do not knowingly collect personally identifiable information from children under 13. If we become aware that we have collected personal information from a child under 13, we will take steps to delete such information from our files.

## **8. Contact Us**

If you have questions or comments about this Privacy Policy, please contact us at:

Liquid Resume

[Your Contact Email]

[Your Website URL, if applicable]