

Privacy Policy

American Representation Center (ARC)

Effective Date: [Insert Date]

The American Representation Center (“ARC,” “we,” “our,” or “us”) respects your privacy and is committed to protecting the personal information you provide to us. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you visit our website, engage with our services, or interact with us.

By using our website or services, you consent to the practices described in this policy.

1. Information We Collect

We may collect the following types of information:

A. Personal Information

Information that identifies you directly, including:

- Name
- Email address
- Phone number
- Mailing address
- Educational or professional information (if voluntarily submitted)
- Any information submitted through forms, applications, newsletters, or contact inquiries

B. Automatically Collected Information

When you visit our website, we may collect:

- IP address
- Browser type
- Device type
- Pages visited
- Date and time of visit
- Referring website

This information helps us improve functionality and security.

C. Cookies and Tracking Technologies

We may use cookies and similar technologies to:

- Improve user experience
- Analyze website traffic
- Maintain site security

You may disable cookies in your browser settings.

2. How We Use Your Information

ARC may use collected information to:

- Respond to inquiries
- Process applications or submissions
- Send newsletters or updates (if you opt in)
- Improve website functionality
- Maintain security and prevent fraud
- Comply with legal obligations

We do not sell personal information.

3. Sharing of Information

We may share information only in the following circumstances:

- With service providers assisting in website hosting, email communication, or analytics
- When required by law or legal process
- To protect the rights, safety, and security of ARC or others

We do not sell, rent, or trade personal information to third parties.

4. Data Retention

We retain personal information only as long as necessary to fulfill the purposes outlined in this policy, unless a longer retention period is required by law.

5. Data Security

We implement reasonable administrative, technical, and physical safeguards to protect personal information. However, no method of transmission over the internet is completely secure.

6. Your Rights

Depending on your jurisdiction, you may have the right to:

- Request access to your personal data
- Request correction of inaccurate data
- Request deletion of your data
- Withdraw consent for communications
- Lodge a complaint with a regulatory authority

To exercise these rights, contact us at:

[Insert Contact Email]

7. Third-Party Links

Our website may contain links to third-party websites. We are not responsible for the privacy practices of those sites.

8. Children's Privacy

ARC does not knowingly collect personal information from individuals under 13 years of age. If we become aware that such information has been collected, we will delete it promptly.

9. International Users

If you access ARC from outside the United States, your information may be transferred to and processed in the United States or other jurisdictions with different data protection laws.

10. Changes to This Policy

We may update this Privacy Policy periodically. Updates will be posted on this page with a revised effective date.