# **Privacy Policy**

#### Introduction

This Privacy Policy explains how W Risk Group LLC ("we," "us," or "our") collects, uses, shares, and protects the personal information you provide when you visit our website at <a href="Maintenance-EreateYourLeadingEdge.com">CreateYourLeadingEdge.com</a> or use our services. We are committed to protecting your privacy and ensuring the security of your personal information.

This policy is designed to comply with the General Data Protection Regulation (GDPR) and other applicable data protection laws. By using our website or services, you consent to the practices described in this Privacy Policy.

#### **Data Controller Information**

W Risk Group LLC is the data controller responsible for the processing of your personal information.

#### **Contact Details:**

Address: PO Box 630053, Highlands Ranch, CO. 80163

• Email: support@createyourleadingedge.com

• Phone: +1 253.970.0162

### What Personal Information We Collect

We collect the following types of personal information:

- **Identity Information**: Name, title, date of birth (if applicable)
- Contact Information: Address, email address, telephone numbers
- Account Information: Username, password, registration date (for our membership area)
- **Transaction Information**: Details about payments to and from you and other details of products and services you have purchased from us
- **Technical Information**: Internet protocol (IP) address, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform
- Usage Data: Information about how you use our website and services
- Survey Data: Information voluntarily provided through lead generation

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### **How We Collect Your Personal Information**

We collect your personal information through:

- Forms you complete on our website and on LinkedIn
- Correspondence with us by phone, email, or otherwise
- Your use of our website, through cookies and similar technologies
- Third-party sources, including business partners, service providers, and publicly available sources (where legally permitted)

### **Legal Basis for Processing Your Personal Information**

We process your personal information on the following legal bases:

- **Consent**: Where you have given clear consent for us to process your personal information for a specific purpose.
- **Contract**: Where processing is necessary for the performance of a contract with you or to take steps at your request before entering into such a contract.
- **Legal Obligation**: Where processing is necessary for compliance with a legal or regulatory obligation.
- **Legitimate Interests**: Where processing is necessary for our legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect your personal information which overrides those legitimate interests.

#### **How We Use Your Personal Information**

We use your personal information for the following purposes:

- To register you as a new customer
- To process and deliver your orders
- To manage our relationship with you
- To deliver relevant website content and advertisements to you
- To improve our website, products/services, marketing, and customer relationships
- To make recommendations to you about goods or services that may interest you
- To comply with legal and regulatory requirements

#### **Data Retention**

We will retain your personal information only for as long as necessary to fulfill the purposes for which we collected it, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period, we consider the amount, nature, and sensitivity of the personal information, the potential risk of harm from unauthorized use or disclosure, the purposes for which we process it, and whether we can achieve those purposes through other means, as well as applicable legal requirements.

#### **Disclosure of Your Personal Information**

We may share your personal information with:

- Service providers who provide IT and system administration services
- Professional advisers including lawyers, bankers, auditors, and insurers
- Government bodies that require us to report processing activities
- Third parties to whom we may choose to sell, transfer, or merge parts of our business or our assets. We do not sell your personal information for marketing purposes.

We require all third parties to respect the security of your personal information and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal information for their own purposes and only permit them to process your personal information for specified purposes and in accordance with our instructions.

#### **International Transfers**

We may transfer your personal information to countries outside the European Economic Area (EEA). Whenever we transfer your personal information outside the EEA, we ensure a similar degree of protection is afforded to it by implementing appropriate safeguards, such as:

- Using specific contracts approved by the European Commission that give personal information the same protection it has in Europe
- Transferring data to countries that have been deemed to provide an adequate level of protection for personal information by the European Commission
- Where we use providers based in the US, we may transfer data to them if they are part of the EU-US Privacy Shield or similar frameworks

## **Your Data Protection Rights**

Under the GDPR, you have the following rights:

- **Right to Access**: You have the right to request copies of your personal information.
- **Right to Rectification**: You have the right to request that we correct any inaccurate or incomplete information we hold about you.
- **Right to Erasure**: You have the right to request that we delete your personal information in certain circumstances.
- **Right to Restrict Processing**: You have the right to request that we restrict the processing of your personal information in certain circumstances.
- **Right to Data Portability**: You have the right to request that we transfer the data we have collected to another organization, or directly to you, under certain conditions.

- **Right to Object**: You have the right to object to our processing of your personal information in certain circumstances.
- **Rights Related to Automated Decision-Making**: You have rights related to automated decision-making and profiling.

If you wish to exercise any of these rights, please contact us at support@createyourleadingedge.com or by postal mail at our company address listed above.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal information. This is a security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### **Cookies and Similar Technologies**

Our websites uses cookies and similar technologies to distinguish you from other users. This helps us to provide you with a good experience when you browse our website and also allows us to improve our service.

A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive.

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly.

## **Data Security**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used, or accessed in an unauthorized way, altered, or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors, and other third parties who have a business need to know.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

## **Changes to This Privacy Policy**

We may update this Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page and updating the "Last Updated" date at the top of this Privacy Policy.

You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

#### **Contact Us**

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

• By email: support@createyourleadingedge.com

• By phone: +1 253.970.0162

• By mail: W Risk Group LLC, PO Box 630053, Highlands Ranch, CO. 80163

### **Complaints**

You have the right to make a complaint at any time to the supervisory authority for data protection issues in your country. We would, however, appreciate the chance to deal with your concerns before you approach the supervisory authority, so please contact us in the first instance.

For EU residents, information about your local data protection authority can be found on the European Commission's website.

Last Updated:25 May 2025