

# Privacy Policy - GradLeo LLC

**Last Updated:** February 12, 2026

**Effective Date:** February 12, 2026

## 1. Introduction

GradLeo LLC ("we," "us," or "our") is committed to protecting your privacy. This Privacy Policy outlines how we collect, use, disclose, and safeguard your personal information across our websites, applications, and professional services, including college advising, in-house translation, and notary services. By using our services, you agree to the practices described in this policy.

## 2. Information We Collect

We collect information that identifies, relates to, or could reasonably be linked to you ("Personal Data").

### 2.1 Directly Provided Information

- **Account & Contact Data:** Name, email, phone number, residential address, and guardian contact info (for minors).
- **Academic & Profile Data:** School transcripts, GPA, test scores (SAT/ACT/AP/IB), intended majors, and college preferences.
- **Sensitive Document Data (Translation/Notary):** Original and translated versions of birth certificates, academic records, medical documentation, and government-issued identification required for notary or translatory verification.
- **Financial Data:** Billing address and payment details (processed via Stripe).

### 2.2 Automatically Collected Information

- **Usage Data:** IP addresses, browser type, device identifiers, and interaction patterns with our digital platforms.
- **Cookies:** We use cookies to remember preferences and analyze web traffic to improve user experience.

## 3. How We Use Your Information

We process your data under the following legal bases:

- **To Perform Our Contract:** Delivering advising services, performing certified translations, and executing notary acts.

- **Legitimate Interests:** Improving the quality of our services, diagnosing technical issues, and conducting market research to better serve prospective clients.
- **Legal Compliance:** Maintaining notary journals as required by state law (e.g., NJ/NY) and responding to legal processes, maintaining consistent record of progress, maintaining payment billing records for tax purposes.
- **Safety:** Ensuring the welfare of students and protecting against fraudulent applications.

## **4. Specialized Service Disclosures**

### **4.1 In-House Translation Services**

GradLeo LLC performs translations internally. Your sensitive academic and legal documents are accessed only by authorized staff. We do not use third-party "crowd-sourced" translation platforms to ensure your data remains within our secure environment.

### **4.2 Notary Services**

In accordance with state regulations, certain personal information (such as ID serial numbers and signatures) must be recorded in a Notary Journal. These records are kept strictly confidential and are only disclosed as required by law or to protect against fraud.

## **5. Sharing Your Information**

**We do not sell your personal information.** We share data only in the following contexts:

- **Internal Mentors:** Your assigned advisors, editors, or tutors.
- **Service Providers:** Secure cloud hosting, analytics, and SMS/email delivery tools.
- **Legal Requirements:** Disclosure to government authorities when required by law or for the protection of public interest.
- **SMS Privacy:** Mobile opt-in data and consent will not be shared with any third parties for marketing purposes.

## **6. Children's Privacy (COPPA Compliance)**

As some of our clients are high school students, we recognize the importance of protecting minors.

- We do not knowingly collect personal information from children under 13 without verifiable parental consent.
- For users under 18, we limit data collection to what is strictly necessary for college advising.

## **7. Data Security and Storage**

We implement industry-standard security measures, including:

- **Access Control:** Strict internal "need-to-know" access for sensitive student files.
- **No Guarantee:** While we strive for absolute security, no system is 100% immune, we guarantee to give the maximum effort to ensure client data security.

## **8. International Data Transfers**

GradLeo LLC is operated in the United States. International students should be aware that their information will be transferred to and processed in the U.S., where data protection laws may differ from those in their home country.

## **9. Your Rights**

Depending on your jurisdiction (including CCPA for California and GDPR for Europe), you may have the right to:

- Request a copy of the data we hold about you.
- Request the deletion of your personal information.
- Opt-out of marketing communications.
- Correct inaccurate or incomplete data.

## **10. Contact Us**

For any questions regarding this policy or to exercise your privacy rights, please contact:

**GradLeo LLC Email:** [gradleoschedule@gmail.com](mailto:gradleoschedule@gmail.com)

**Phone:** +1 (332) 217 9061