

# Q & D Technology, Inc.

# Privacy Policy

**Effective Date:** May 6, 2026

**Last Updated:** May 6, 2026

www.q-dtech.com | PO Box 46223, Chicago, IL 60646

---

## 1. Introduction

Q & D Technology, Inc. ("Q&D Technology," "we," "our," or "us") is committed to protecting the privacy and security of the personal information entrusted to us by our clients, prospective clients, website visitors, and business contacts. This Privacy Policy describes how we collect, use, disclose, and safeguard information in connection with our website located at [www.q-dtech.com](http://www.q-dtech.com) (the "Website") and our professional services.

Founded in 2003 and headquartered in Chicago, Illinois, Q & D Technology, Inc. is a niche, full-service boutique IT Program Management Office (PMO) Consulting Firm specializing in Global IT & PMO Leadership, Enterprise Network Technology Transformations, and Strategic IT Consulting. We serve clients across a broad range of industries including Healthcare, Finance, Banking, Government, Retail, Telecommunications, Manufacturing, and Non-Profit organizations. As a trusted advisor in the information technology space, we recognize that privacy and data governance are not merely compliance obligations — they are foundational to the trust our clients place in us.

**Who This Policy Applies To:** This Privacy Policy applies to:

- Visitors to our Website ([www.q-dtech.com](http://www.q-dtech.com));

- Current and prospective clients who engage or inquire about our consulting services;
- Business contacts, partners, referral sources, and vendors who interact with Q&D Technology in a professional capacity; and
- Any individual who submits information to us through our Website, email, telephone, or other communication channels.

**Acceptance of This Policy:** By accessing or using our Website, submitting an inquiry, or engaging our services, you acknowledge that you have read, understood, and agree to the practices described in this Privacy Policy. If you do not agree with the terms of this Policy, please discontinue use of our Website and services and contact us with any questions or concerns.

---

## **2. Information We Collect**

We collect personal information in several ways, depending on how you interact with Q&D Technology. The categories of information we collect are described below.

### **2.1 Information You Provide Directly**

When you voluntarily contact us, complete a form on our Website, or engage us for professional services, you may provide us with the following types of information:

- Full name and professional title;
- Company or organization name;
- Business email address;
- Business telephone and/or mobile phone number;
- Business mailing address;

- Information submitted through contact forms, consultation request forms, or inquiry submissions;
- Communications and correspondence sent to us via email or other channels; and
- Any additional information you voluntarily choose to include in your communications with us.

This information is collected primarily for the purpose of responding to your inquiries, delivering our consulting services, and managing our ongoing business relationships.

## **2.2 Information Collected Automatically**

When you visit our Website, certain technical and usage data may be collected automatically through cookies, web beacons, and similar tracking technologies. This may include:

- IP address and general geographic location (city or region level);
- Browser type and version;
- Device type and operating system;
- Referring URLs (the page or source that directed you to our Website);
- Pages visited on our Website and the sequence of navigation;
- Time and date of your visit; and
- Time spent on individual pages.

This data is collected in aggregate and is used primarily to improve the performance, functionality, and user experience of our Website. It is not typically used to identify specific individuals unless combined with other information you have provided.

## **2.3 Information from Third Parties**

In the context of our business-to-business (B2B) outreach and professional relationship development, we may receive limited information about prospective clients or business contacts from third-party sources, including:

- Professional networking platforms such as LinkedIn;
- Referral partners or professional associates; and
- Publicly available business directories and industry listings.

Any third-party information collected in this manner is limited to professional, business-context data (e.g., name, title, company, professional email) and is handled in accordance with this Privacy Policy.

## **2.4 SMS/Text Message Data**

If you provide your mobile phone number and consent to receive SMS communications from Q&D Technology, we will collect and maintain the following information in connection with our SMS program:

- Your mobile phone number;
- Records of your opt-in consent (including the method, date, and time of consent);
- Records of any opt-out requests (including the date and time of opt-out); and
- Message timestamps and delivery records.

This data is collected solely to manage our SMS communication program in compliance with applicable telecommunications regulations, including the Telephone Consumer Protection Act (TCPA). For more information, see **Section 5** of this Policy.

---

### 3. How We Use Your Information

Q & D Technology, Inc. uses the information we collect for legitimate business purposes that are consistent with the context in which the information was provided. Specifically, we use your information to:

- **Deliver Professional Services:** Facilitate the delivery of IT PMO consulting, project communications, and client engagement activities;
- **Respond to Inquiries:** Address consultation requests, questions, and general inquiries submitted through our Website or directly to our team;
- **Marketing and Promotional Communications:** Send relevant updates, service announcements, and promotional information to current and prospective clients who have expressed interest in our services (subject to opt-out rights described in Section 8);
- **Website Analytics and Performance:** Analyze website traffic, identify usage trends, and improve the content and functionality of our Website;
- **Legal and Regulatory Compliance:** Meet our obligations under applicable federal, state, and local laws and regulations;
- **Business Relationship Management:** Maintain accurate records in our Customer Relationship Management (CRM) systems to support ongoing and future business engagements;
- **SMS Communications:** Send text messages to individuals who have explicitly opted in to receive such communications (see Section 5);  
and
- **Internal Business Operations:** Conduct quality assurance, internal reporting, and operational planning activities.

***Important Notice Regarding Data Sales:*** Q & D Technology, Inc. does not sell, rent, lease, or trade your personal information to third-party marketers or data brokers. Your personal data is used exclusively for the purposes described in this Policy.

---

## 4. Cookies and Tracking Technologies

### 4.1 What Are Cookies

Cookies are small text files that are placed on your device (computer, tablet, or mobile phone) when you visit a website. Cookies allow the website to recognize your device and remember certain information about your visit, such as your preferences or login status. They are widely used to make websites function properly and to provide website owners with analytics information.

### 4.2 Types of Cookies Used

Our Website may use the following categories of cookies:

- **Essential / Functional Cookies:** These cookies are necessary for the basic operation of our Website. They enable core functionality such as page navigation, form submission, and security features. The Website cannot function properly without these cookies.
- **Analytics Cookies:** We may use analytics tools (such as Google Analytics or similar services) to collect aggregate information about how visitors use our Website. These cookies help us understand which

pages are most visited, how users navigate through the site, and where improvements can be made. The data collected is used in anonymized or aggregated form.

- **Marketing / Preference Cookies:** These cookies may be used to remember your preferences and to deliver content or communications that are more relevant to you. They may also track whether you have visited our Website previously to help us tailor our outreach.

### **4.3 Cookie Management**

You have the right to accept, decline, or manage cookies through your web browser settings. Most browsers allow you to refuse or delete cookies by adjusting the appropriate settings. Please refer to your browser's help documentation to learn how to manage cookie preferences. You may also visit third-party opt-out tools, such as the Google Analytics Opt-Out Browser Add-On, to disable specific analytics tracking.

Please note that disabling certain cookies — particularly essential or functional cookies — may affect the performance and functionality of our Website and may prevent certain features from operating correctly.

### **4.4 Do Not Track**

Some web browsers include a "Do Not Track" (DNT) feature that signals your preference not to be tracked across websites. At this time, our Website does not respond to DNT browser signals, as there is no universally accepted standard for how websites should respond to such signals. We continue to monitor developments in this area and will update our practices as applicable standards emerge. Regardless of DNT settings, we remain committed to transparent and limited data collection as described in this Policy.

---

# 5. SMS Communications and Mobile Data

Q & D Technology, Inc. may use Short Message Service (SMS) text messaging to communicate with clients and contacts who have explicitly opted in to receive such messages. This section describes our practices regarding SMS communications in compliance with the Telephone Consumer Protection Act (TCPA) and applicable carrier and messaging regulations.

## 5.1 Consent

We only send SMS messages to individuals who have provided prior express written consent to receive text communications from Q&D Technology, Inc. Consent may be obtained through an opt-in form on our Website, a signed agreement, or another documented method. We will not send marketing or informational text messages without first obtaining your explicit consent.

## 5.2 Types of Messages

Depending on the consent provided, SMS communications from Q&D Technology may include:

- Appointment confirmations and scheduling reminders;
- Project status updates and service-related communications;
- Informational messages relevant to your engagement with our firm;  
and
- Promotional offers and company announcements (where specific opt-in consent has been granted).

## 5.3 Opt-Out and Unsubscribe

You may opt out of receiving SMS communications from Q&D Technology at any time by replying **STOP** to any text message you receive from us. Upon

receipt of your opt-out request, we will promptly cease sending SMS messages to your mobile number and update our records accordingly. You may also contact us directly at the information provided in Section 13 to request removal from our SMS contact list.

#### **5.4 Message Frequency and Carrier Charges**

Message frequency will vary depending on your relationship with Q&D Technology and the nature of your engagement. Message and data rates may apply based on your mobile carrier plan and rate schedule. Q&D Technology is not responsible for any charges incurred by your mobile carrier in connection with the receipt of SMS messages. Contact your wireless provider for details regarding your data and messaging rates.

#### **5.5 Data Handling and Third-Party Sharing**

SMS opt-in data, mobile phone numbers, and consent records collected in connection with our SMS program are not shared with third parties for marketing purposes. This data is used solely to manage our SMS communication program and maintain compliance records. It may be shared only with our technology service providers who operate our messaging infrastructure, strictly under contractual data protection obligations.

#### **5.6 Regulatory Compliance**

Our SMS practices are designed to comply with the Telephone Consumer Protection Act (TCPA), the CAN-SPAM Act (where applicable to associated email communications), and the guidelines established by the Cellular Telecommunications Industry Association (CTIA). We will update our SMS practices as regulations and industry standards evolve.

---

# 6. Third-Party Services and Disclosure

Q & D Technology, Inc. may share your personal information with third parties only in the limited circumstances described below. We do not engage in the broad sale or distribution of personal data.

## 6.1 Service Providers

We engage trusted third-party vendors and service providers to support our business operations. These may include providers of:

- Website hosting and content delivery;
- Customer Relationship Management (CRM) platforms;
- Email service and marketing automation platforms;
- Website analytics services;
- SMS and telecommunications messaging platforms; and
- IT infrastructure and security tools.

Any personal data shared with service providers is shared only to the extent necessary to perform their designated functions, and only under formal data processing agreements that require them to maintain the confidentiality and security of your information and to use it solely on our behalf.

## 6.2 Business Partners

In certain circumstances, the delivery of our consulting services may involve collaboration with vetted business partners, subcontractors, or subject-matter experts. Any sharing of client data in these contexts is limited to what is necessary for service delivery and is governed by appropriate confidentiality and data protection agreements.

### **6.3 Legal Requirements**

We may disclose your personal information when required to do so by law, or in response to a valid legal process, including:

- Compliance with a court order, subpoena, or government investigation;
- Compliance with a request by a regulatory or law enforcement authority; or
- Protection of the legal rights, property, or safety of Q&D Technology, our clients, or the public.

Where legally permissible, we will endeavor to notify you of any such disclosure requirement prior to responding.

### **6.4 Business Transfers**

In the event of a merger, acquisition, reorganization, asset sale, or other corporate transaction involving Q & D Technology, Inc., your personal information may be transferred as part of that transaction. In such cases, we will take reasonable steps to ensure that the successor entity is bound by privacy commitments consistent with this Policy, and we will notify affected individuals as required by applicable law.

### **6.5 What We Do NOT Do**

To be explicit and unambiguous: Q & D Technology, Inc. does **not** sell, rent, lease, trade, or otherwise transfer your personal information to third-party advertisers, data brokers, or marketers. We do not monetize your personal data in any form.

---

# 7. Data Retention

Q & D Technology, Inc. retains personal information only for as long as necessary to fulfill the purposes for which it was collected, to comply with applicable legal and contractual obligations, and to support legitimate business operations. Our retention periods by data category are as follows:

<b>Data Category</b>	<b>Retention Period</b>	<b>Basis</b>
Client and project engagement data	Duration of engagement plus 7 years post-project completion	Contract compliance, legal obligation
Website inquiry and contact form submissions	Up to 24 months from date of submission	Business relationship development
Marketing and outreach contact data	Until opt-out is received or deletion is requested	Consent-based retention
SMS opt-in and consent records	As required by applicable TCPA and telecommunications regulations	Regulatory compliance
Anonymized / aggregated analytics data	Indefinite (no personal identifiers retained)	Business analytics and improvement

Upon expiration of the applicable retention period, personal data will be securely deleted, anonymized, or archived in accordance with our internal data governance procedures. If you request deletion of your data prior to the end of the applicable retention period, we will evaluate the request in light of any overriding legal or contractual obligations (see Section 8).

---

# 8. Your Privacy Rights

Q & D Technology, Inc. respects your right to control your personal information. Depending on your jurisdiction and the nature of your relationship with us, you may have certain rights with respect to the personal data we hold about you.

## 8.1 General Rights

Regardless of your location, you have the right to:

- **Access:** Request confirmation of whether we hold personal data about you and obtain a copy of that data;
- **Correction:** Request correction of inaccurate or incomplete personal information;
- **Deletion:** Request deletion of your personal information, subject to any applicable legal or contractual retention obligations;
- **Restriction:** Request that we limit the processing of your personal data in certain circumstances; and
- **Portability:** Where technically feasible, request that your data be provided in a structured, commonly used format.

## 8.2 California Residents – California Consumer Privacy Act (CCPA)

If you are a resident of the State of California, you have the following additional rights under the California Consumer Privacy Act (CCPA), as amended by the California Privacy Rights Act (CPRA):

- **Right to Know:** The right to know what categories of personal information we collect, the purposes for which it is used, and the categories of third parties with whom it is shared;

- **Right to Delete:** The right to request deletion of personal information we have collected about you, subject to applicable exceptions;
- **Right to Opt-Out of Sale:** The right to opt out of the sale of your personal information. *Q&D Technology does not sell personal information.* However, you may still submit an opt-out request and we will document and honor it; and
- **Right to Non-Discrimination:** The right not to receive discriminatory treatment for exercising any of your CCPA rights. We will not deny you services, charge different prices, or provide a different level of service as a result of exercising your privacy rights.

### **8.3 Illinois Residents**

Residents of the State of Illinois may have additional rights under applicable Illinois privacy laws, including the Illinois Personal Information Protection Act (PIPA) and, where applicable, the Illinois Biometric Information Privacy Act (BIPA). While Q&D Technology's core consulting operations do not involve the collection of biometric identifiers, we are committed to full compliance with Illinois state privacy law. If you believe any of your rights under Illinois law have been affected, please contact us using the information in Section 13.

### **8.4 Marketing Opt-Out**

You have the right to opt out of receiving marketing communications from Q&D Technology at any time, including:

- **Email Marketing:** Click the "unsubscribe" link included in any marketing email we send you, or contact us directly to request removal from our marketing list;

- **SMS Marketing:** Reply **STOP** to any SMS message you receive from us. Please refer to Section 5.3 for full details.

Please note that opting out of marketing communications will not affect transactional or service-related communications that are necessary to fulfill an existing engagement.

## 8.5 How to Exercise Your Rights

To submit a privacy rights request — including requests to access, correct, delete, or restrict your personal data — please contact us using the information provided in Section 13 of this Policy. You may also submit your request via the Contact Us page on our Website at [www.q-dtech.com](http://www.q-dtech.com).

We are committed to responding to verified privacy rights requests within **30 calendar days** of receipt. In circumstances of unusual complexity or high volume, we may require up to an additional 60 days and will notify you accordingly.

---

## 9. Data Security

Q & D Technology, Inc. takes data security seriously — not only as a legal obligation, but as a core principle consistent with our role as a trusted IT consulting partner. We implement a range of administrative, technical, and physical safeguards to protect your personal information from unauthorized access, disclosure, alteration, or destruction.

Our security practices include, but are not limited to:

- **Encryption:** Personal data transmitted to and from our Website and systems is protected using industry-standard encryption in transit (TLS/HTTPS). Sensitive data stored on our systems is encrypted at rest where technically feasible;

- **Access Controls:** Access to personal information is restricted to authorized personnel on a need-to-know basis, using role-based access controls and least-privilege principles;
- **Secure Vendor Agreements:** All third-party service providers who process personal data on our behalf are required to maintain appropriate security standards under contractual data processing agreements;
- **Employee Training:** Our team members are trained on data handling, privacy obligations, and information security best practices; and
- **IT Security Expertise:** Q&D Technology's deep expertise in enterprise IT infrastructure and network security directly informs our internal security posture. We apply the same governance rigor to our own systems that we bring to our clients' technology transformations.

***Limitation of Liability:*** *Despite our best efforts, no data transmission over the internet or electronic storage system can be guaranteed to be 100% secure. We cannot warrant the absolute security of your personal information. In the event of a data breach affecting your personal information, Q&D Technology will notify affected individuals and relevant regulatory authorities in accordance with applicable breach notification laws, including the Illinois Personal Information Protection Act and any other applicable state or federal requirements.*

---

## **10. Children's Privacy**

Our Website and professional services are intended exclusively for business professionals and are not directed at, designed for, or marketed to children under the age of 13. Q & D Technology, Inc. does not knowingly collect, use, or disclose personal information from children under 13 years of age.

If you are a parent or legal guardian and believe that your child has provided personal information to Q&D Technology without your consent, please contact us immediately using the information provided in Section 13. Upon verification, we will promptly take steps to delete such information from our records in accordance with the Children's Online Privacy Protection Act (COPPA) and applicable law.

---

## **11. Links to Third-Party Websites**

Our Website may contain hyperlinks to websites, resources, or platforms operated by third parties that are not owned or controlled by Q & D Technology, Inc. These links are provided for informational convenience only and do not constitute an endorsement of the content, products, services, or privacy practices of any third-party website.

Q & D Technology, Inc. has no control over, and assumes no responsibility for, the privacy practices, content, or security of any third-party websites. When you click a link that directs you away from our Website, you are subject to the privacy policies and terms of use of the destination site. We strongly encourage you to review the privacy policy of every website you visit before submitting any personal information.

---

## 12. Changes to This Privacy Policy

Q & D Technology, Inc. reserves the right to review, revise, and update this Privacy Policy at any time to reflect changes in our practices, legal requirements, technology, or business operations. When we make changes, we will update the "Last Updated" date at the top of this document.

For material changes — those that significantly affect your rights or how we use your personal information — we will make reasonable efforts to notify you through one or more of the following methods:

- A prominent notice posted on our Website ([www.q-dtech.com](http://www.q-dtech.com));
- An email notification sent to the address on file for active clients and contacts; or
- Another communication channel through which we have an established relationship with you.

Your continued use of our Website or services following the posting of any updated Privacy Policy constitutes your acknowledgment and acceptance of the revised terms. If you disagree with the updated Policy, you should discontinue use of our Website and services and contact us to discuss your concerns or to request deletion of your data.

---

## 13. Contact Us

If you have any questions, concerns, comments, or requests related to this Privacy Policy or our data practices — including requests to exercise your privacy rights — please do not hesitate to contact us. We welcome the opportunity to address your concerns and will respond promptly.

**Q & D Technology, Inc.**

Mailing Address: PO Box 46223, Chicago, IL 60646

Website: [www.q-dtech.com](http://www.q-dtech.com)

Contact Form: Available on the Contact Us page at [www.q-dtech.com](http://www.q-dtech.com)

Privacy-related requests submitted via our Contact Us page or mailing address will be reviewed by our Privacy point of contact and escalated as appropriate. We are committed to acknowledging receipt of all privacy inquiries promptly and resolving requests within 30 calendar days, unless an extension is warranted and communicated to you in advance.

We value transparency and are committed to working with you to address any concerns regarding the handling of your personal information. Your trust is the foundation of our client relationships, and we take that responsibility seriously.

---

© 2026 Q & D Technology, Inc. All Rights Reserved. | [www.q-dtech.com](http://www.q-dtech.com) |  
PO Box 46223, Chicago, IL 60646

This document constitutes the official Privacy Policy of Q & D Technology, Inc. and supersedes all prior versions.