

# The Federal Executive Readiness Suite Privacy Policy

**Effective Date:** May 20, 2026

The Federal Executive Readiness Suite (“Platform,” “Service,” “we,” “our,” or “us”) respects the privacy and professional confidentiality of individuals who use this platform for executive leadership development, career readiness, portfolio preparation, and related professional services.

This Privacy Policy explains how information is collected, used, stored, and protected when you access or use the Platform.

## 1. Information We Collect

We may collect the following categories of information:

### Account Information

- Name
- Email address
- Account credentials
- Subscription and billing information

### User-Submitted Professional Materials

Users may voluntarily save, submit, or upload:

- resumes;
- executive narratives;
- leadership accomplishments;
- SES preparation materials;
- interview responses;
- portfolio materials;
- career positioning information;
- strategic leadership examples;
- professional development records.

### Platform Usage Information

We may collect:

- session activity;
- feature usage;
- interaction patterns;
- browser and device information;

- technical diagnostics;
- performance and error logs.

## **Payment Information**

Payment processing services are provided by third-party payment processors. We do not directly store full payment card information on our servers.

## **2. How We Use Information**

Information collected through the Platform may be used to:

- provide platform functionality and services;
- generate leadership readiness analyses and outputs;
- support executive coaching and development workflows;
- improve platform functionality and user experience;
- maintain system integrity and security;
- process subscriptions and account management;
- communicate service-related updates;
- comply with legal obligations.

## **3. Artificial Intelligence and Automated Processing**

Certain Platform features use automated systems and artificial intelligence technologies to assist with:

- executive readiness analysis;
- leadership narrative generation;
- resume refinement;
- strategic positioning support;
- interview preparation simulations;
- portfolio development.

Generated outputs are intended for informational and developmental purposes only.

We do not intentionally sell users' professional materials to third parties.

## **4. Confidentiality and Sensitive Information**

We recognize that executive leadership materials may contain sensitive professional information.

Users should not save, submit, or upload:

- classified information;
- export-controlled information;
- legally restricted information;

- information prohibited from disclosure by law, regulation, policy, or contractual obligation.

Users remain responsible for ensuring saved, submitted, and uploaded content complies with applicable obligations and restrictions.

## 5. Data Storage and Security

We use commercially reasonable administrative, technical, and operational safeguards designed to help protect Platform information and maintain secure operations.

Security measures may include:

- encrypted communications;
- access limitations;
- session protections;
- infrastructure monitoring;
- controlled administrative access.

No system can guarantee absolute security, and users acknowledge that electronic transmission and storage carry inherent risks.

## 6. Data Retention

We retain information for as long as reasonably necessary to:

- provide Platform services;
- maintain account functionality;
- comply with legal obligations;
- support operational integrity;
- resolve disputes and enforce agreements.

We may delete or anonymize information when retention is no longer reasonably necessary.

## 7. Third-Party Services

The Platform may rely on third-party providers for:

- payment processing;
- hosting infrastructure;
- authentication services;
- analytics;
- cloud storage;
- AI processing functionality.

These providers may process information consistent with their own applicable policies and contractual obligations.

## **8. Cookies and Session Technologies**

The Platform may use limited session technologies necessary to:

- maintain authenticated sessions;
- support platform navigation;
- preserve operational functionality;
- improve user experience.

Certain portions of the Platform may function without persistent browser cookies where operationally feasible.

## **9. User Rights and Choices**

Subject to applicable law, users may request to:

- review account information;
- update account information;
- delete accounts;
- request removal of certain stored materials.

Certain information may be retained where necessary for legal, operational, security, or contractual reasons.

## **10. Intellectual Property and User Materials**

Users retain ownership of original materials saved, submitted, and uploaded to the Platform.

By submitting content, users grant the Platform a limited license necessary to:

- store;
- process;
- analyze;
- display;
- transform;
- generate outputs from

submitted materials for authorized Platform purposes.

## **11. Children's Privacy**

The Platform is intended for adult professional users and is not directed toward children under 18 years of age.

## **12. International Users**

The Platform is operated from the United States. By using the Platform, users understand that information may be processed and stored within the United States.

## **13. Changes to This Privacy Policy**

We may update this Privacy Policy periodically to reflect operational, legal, or technological changes.

Continued use of the Platform after updates constitutes acceptance of the revised Policy.

## **14. Contact Information**

Questions regarding this Privacy Policy may be directed to:

Federal Executive Readiness Suite  
[info@readinesssuite.com](mailto:info@readinesssuite.com)

