

Top Sales Reps, LLC

Privacy Policy

Last Updated: August 19, 2026

Top Sales Reps, LLC ("TSR," "Company," "we," "us," or "our") provides recruiting and staffing services, connecting job seekers with employment opportunities and assisting client companies with their hiring needs. This Privacy Policy describes how we collect, use, share, and protect personal information when you visit our website at **www.topsalesreps.com** (the "Site"), interact with us by phone, text/SMS, or email, or otherwise engage with our recruiting and staffing services (collectively, the "Services").

This Policy does not apply to the practices of companies that we do not own or control, or to individuals we do not employ or manage, including any third-party websites you may access through links on our Site.

1. Information We Collect

We collect personal information from the following categories of individuals: (a) visitors to our Site; (b) job seekers and candidates who apply, submit a resume, or otherwise engage with our recruiting services; (c) client company contacts and other business partners; and (d) references or contacts who provide candidate feedback.

The information we collect may include:

- **Contact information:** name, mailing address, email address, and phone number.
- **Application and candidate information:** resume, work history, skills, references, and information you provide during the recruiting or screening process.
- **Communications:** records of calls, emails, and text/SMS messages exchanged with us.
- **Site usage information:** IP address, browser type, device information, pages viewed, and similar data collected automatically through cookies and similar technologies.

We collect this information directly from you (for example, through a form on our Site or a phone call), automatically as you use our Site, and in some cases from third parties such as referrals, publicly available sources, or client companies.

2. How We Use Your Information

- To operate, maintain, and improve our Site and Services.
- To match candidates with job opportunities and communicate with candidates and client companies about those opportunities.
- To schedule appointments, interviews, and calls, and to send related reminders and confirmations.
- To respond to inquiries and provide customer/candidate support.
- To send informational and, where you have consented, promotional communications, including by text message.
- To comply with legal obligations and to protect the rights, safety, and property of TSR and others.

3. How We Share Your Information

We do not sell your personal information. We may share personal information as follows:

- With client companies, at your direction, when you are being considered for a job opportunity.
- With service providers who perform functions on our behalf (for example, background check providers, IT hosting, and communications platforms such as our SMS/texting provider), subject to confidentiality obligations.
- To comply with applicable law, regulation, legal process, or governmental request.
- In connection with a business transaction such as a merger, financing, or sale of assets.
- To protect the rights, property, or safety of TSR, our candidates, clients, or others, or to prevent illegal activity.
- With your consent.

No mobile opt-in data or SMS/text messaging consent is shared with any third parties or affiliates for their own marketing purposes. Phone numbers and SMS consent collected for texting purposes are used solely to provide the Services described in this Policy and are not sold, rented, loaned, traded, or otherwise transferred for profit.

4. SMS & Text Messaging Communications Policy

With your consent, Top Sales Reps, LLC may communicate with you by SMS/text message using an automated texting platform (currently provided through RingCentral) for purposes such as appointment and interview scheduling, reminders, candidate and application status updates, and general recruiting-related communications.

Consent. Consent to receive text messages is obtained verbally or in writing and is not a condition of employment or of receiving our Services. You may withdraw your consent at any time as described below.

Message frequency may vary depending on your interactions with us. **Message and data rates may apply** based on your mobile carrier plan.

Opt-out. You can opt out of receiving text messages at any time by replying **STOP, END, CANCEL, UNSUBSCRIBE, or QUIT** to any message we send, or by contacting us using the information in the “Contact Us” section below.

Help. For assistance, reply **HELP** to any message, email us at robin@topsalesreps.com, or visit www.topsalesreps.com.

No sharing of SMS data. As noted above, mobile phone numbers and SMS opt-in consent are not shared with third parties or affiliates for marketing or promotional purposes. Carriers are not liable for delayed or undelivered messages.

You are responsible for providing accurate and truthful contact information. Providing false identity information may result in denial of Services and other appropriate action.

5. Your Privacy Rights and Choices

California residents (CCPA). Depending on your state of residence, you may have the right to: (a) know what personal information we have collected about you and how we have used and disclosed it; (b) access a copy of that information; (c) request deletion of your personal information, subject to certain exceptions; (d) opt out of the “sale” of personal information (we do not sell personal information); and (e) not be discriminated against for exercising these rights.

Other jurisdictions. Depending on where you live, you may have similar rights to access, correct, delete, or object to the processing of your personal information, and to withdraw consent at any time.

Marketing communications. You may opt out of promotional emails by using the unsubscribe link in those emails, and out of promotional text messages as described in Section 4 above.

To exercise any of these rights, contact us using the information in the “Contact Us” section below. We may need to verify your identity before fulfilling your request.

6. Cookies and Tracking Technologies

Our Site uses cookies and similar technologies to operate the Site, remember your preferences, and understand how visitors use our Site. You can control cookies through your browser settings; disabling cookies may affect the functionality of the Site.

7. Data Security and Retention

We use reasonable physical, technical, and administrative safeguards designed to protect personal information from unauthorized access, use, or disclosure. We retain personal information for as long as reasonably necessary to provide the Services, maintain our business relationship with you, and comply with our legal obligations, after which it is deleted, anonymized, or securely archived.

8. Children’s Privacy

Our Site and Services are not directed to individuals under the age of 13, and we do not knowingly collect personal information from children. If we learn we have collected personal information from a child under 13, we will delete it.

9. Third-Party Links

Our Site may contain links to third-party websites. We are not responsible for the privacy practices or content of those third-party sites, and we encourage you to review their privacy policies.

10. Changes to This Policy

We may update this Privacy Policy from time to time. The “Last Updated” date at the top of this page reflects the most recent revision. Material changes will be posted on this page, and, where appropriate, we will notify you by email.

11. Contact Us

If you have questions about this Privacy Policy or wish to exercise your privacy rights, please contact us at:

Top Sales Reps, LLC

Attn: Robin Holder

Email: robin@topsalesreps.com

Website: www.topsalesreps.com

Address: Wildwood, MO 63011-4802, United States