



PRIVACY POLICY

Dee Butterfly Effect, LLC

Website:

<https://www.butterflyeffectdee.com/>

Email: info@deebutterflyeffect.com

Phone: (773) 640-3830

Effective Date: [Insert Date]

Professional. Reliable. Confidential. Purpose-Driven.

Dee Butterfly Effect, LLC respects your privacy and is committed to protecting personal information shared through our website, forms, email communications, consultations, and virtual support services. This Privacy Policy explains how we collect, use, store, share, and protect information when you visit our website or communicate with us. This policy is intended to support compliance with applicable federal, Illinois privacy, data protection, consumer protection, and cybersecurity-related laws, but it does not replace legal advice.

1. Information We May Collect

- Name, email address, phone number, business or organization name, mailing address, and other contact details you voluntarily provide.
- Project details, service inquiries, documents, attachments, forms, files, invoices, payment-related information, and communications sent by email, website forms, phone, or consultation requests.
- Limited website and technical data such as browser type, device information, pages visited, referring links, IP address, and general analytics data, where applicable.

2. How We Use Your Information

- Respond to inquiries, schedule consultations, and provide requested services.
- Provide virtual legal support, paralegal support, document preparation, business operations support, compliance support, grant readiness, administrative services, and related professional support.
- Prepare proposals, invoices, agreements, reports, project documents, and client deliverables.
- Improve website performance, client experience, internal operations, and service quality.
- Maintain business records and comply with legal, contractual, tax, accounting, and regulatory obligations.

3. Confidentiality of Legal and Business Information

- Dee Butterfly Effect, LLC may receive sensitive legal, business, grant, nonprofit, compliance, client, or organizational information. We take reasonable steps to protect confidential information from unauthorized access, disclosure, misuse, alteration, or loss.
- Dee Butterfly Effect, LLC is not a law firm and does not provide legal advice unless services are performed under the direction of a licensed attorney or within the legally permitted scope of non-attorney support services.



4. Sharing of Information

- We do not sell personal information.
- We may share information with approved service providers, contractors, consultants, attorneys, professional advisors, payment processors, website hosts, scheduling tools, cloud storage providers, or government agencies when necessary to provide services, operate the business, comply with law, or protect legal rights.
- When third parties assist with business operations or client work, we seek reasonable confidentiality and data protection practices.

5. Website Hosting, Cookies, and Analytics

- Our website may use cookies or similar technologies to improve functionality, understand visitor activity, and enhance the user experience.
- Cookies may help track pages visited, time spent on the website, device type, and general traffic patterns. You may adjust your browser settings to block or delete cookies, though some website features may not work properly.

6. Data Security

- We use reasonable administrative, technical, and organizational safeguards to protect information submitted through our website and communications.
- Safeguards may include password protection, limited access, secure file storage, encrypted tools where available, and confidentiality practices.
- No website, email system, or electronic storage method is completely secure. Please avoid sending highly sensitive information through unsecured email or website forms unless a secure method has been arranged.

7. Illinois Data Breach Notice

- If Dee Butterfly Effect, LLC becomes aware of a data security incident involving personal information, we will review the matter and take appropriate action consistent with applicable law.
- Illinois law may require notice to affected Illinois residents and, in certain situations, notice to the Illinois Attorney General's Office.

8. Biometric Information

- Dee Butterfly Effect, LLC does not knowingly collect biometric identifiers or biometric information through this website, such as fingerprints, voiceprints, retina or iris scans, hand scans, or face geometry data.
- If biometric information is ever collected in the future, Dee Butterfly Effect, LLC will provide notice, obtain required consent where applicable, and follow Illinois Biometric Information Privacy Act requirements.

9. Children's Privacy

- Our website and services are not directed to children under the age of 13. We do not knowingly collect personal information from children through the website. If we learn that a child submitted personal information without appropriate consent, we will take reasonable steps to delete it.



10. Links to Third-Party Websites

- Our website may include links to outside websites, social media pages, payment processors, scheduling tools, or partner resources. Dee Butterfly Effect, LLC is not responsible for the privacy practices, content, or security of third-party websites.

11. Email and Electronic Communications

- By contacting Dee Butterfly Effect, LLC by email, website form, text, or phone, you consent to receiving responses related to your inquiry or service request.
- Email communication may not always be fully secure. Please do not send sensitive legal, financial, medical, or personal identification information unless a secure method has been arranged.

12. Client Files and Record Retention

- Dee Butterfly Effect, LLC may retain client records, project files, invoices, contracts, communications, and related documents for business, legal, tax, compliance, and recordkeeping purposes.
- Records may be securely deleted, archived, or destroyed when no longer needed unless retention is required by law, contract, or professional obligation.

13. Your Choices and Rights

- You may contact Dee Butterfly Effect, LLC to request access to certain personal information you provided, correction of inaccurate contact information, removal from marketing or general communication lists, or deletion of information where legally and practically appropriate.
- Requests may be sent to info@deebutterflyeffect.com.

14. No Guarantee of Absolute Security

- While Dee Butterfly Effect, LLC takes reasonable steps to protect information, no electronic system can guarantee absolute security. By using this website, you acknowledge that information transmitted online carries some level of risk.

15. Updates to This Privacy Policy

- Dee Butterfly Effect, LLC may update this Privacy Policy from time to time to reflect changes in services, technology, legal requirements, or business practices. Updates will be posted on the website with a revised effective date.

16. Contact Information

- Dee Butterfly Effect, LLC, Chicago, Illinois
- Email: info@deebutterflyeffect.com
- Phone: (773) 640-3830
- Website: <https://www.butterflyeffectdee.com/>

Reference Notes for Legal Review

Illinois Attorney General – Data Breach Reporting for Businesses and State Government Agencies:
<https://illinoisattorneygeneral.gov/consumer-protection/for-businesses/data-breach/>



Illinois Personal Information Protection Act: 815 ILCS 530, including security breach notification and disposal-related provisions:
<https://www.ilga.gov/Legislation/ILCS/Articles?ActID=2702&ChapterID=67>

Illinois Biometric Information Privacy Act: 740 ILCS 14: <https://www.ilga.gov/Legislation/ILCS/Articles?ActID=3004&ChapterID=5>