

Location on website: Resources  $\rightarrow$  Privacy Policy

This Privacy Policy governs the manner in which our website collects, uses, maintains and discloses information collected from users (each, a "User") of this website ("Site").

#### **Personal Identification Information**

We may collect personal identification information from Users in a variety of ways, including, but not limited to, when Users visit our site, register on the site, fill out a form, and in connection with other activities, services, features or resources we make available on our Site.Users may be asked for, as appropriate, name, email address, mailing address, phone number. Users may, however, visit our Site anonymously. We will collect personal identification information from Users only if they voluntarily submit such information to us. Users can always refuse to supply personally identification information, except that it may prevent them from engaging in certain Site related activities.

#### Web Browser Cookies

Our Site may use "cookies" to enhance User experience. User's web browser places cookies on their hard drive for record-keeping purposes and sometimes to track information about them. User may choose to set their web browser to refuse cookies, or to alert you when cookies are being sent. If they do so, note that some parts of the Site may not function properly.

### **How We Use Collected Information**

We may collect and use Users personal information for the following purposes:

- To improve customer service
  - Information you provide helps us respond to your customer service requests and support needs more efficiently.
- To contact you regarding service
  - Information you provide helps us respond to your request for services and support needs more efficiently.
- To contact you regarding employment opportunities
  - Information you provide helps us respond to your employment applications.
- To improve our Site
  - We may use feedback you provide to improve our services.

## **How We Protect Your Information**

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information, username, password, transaction information and data stored on our Site.



# **Changes To This Privacy Policy**

We have the discretion to update this privacy policy at any time. We encourage Users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this privacy policy periodically and become aware of modifications.

# **Your Acceptance Of These Terms**

By using this Site, you signify your acceptance of this policy. If you do not agree to this policy, please do not use our Site. Your continued use of the Site following the posting of changes to this policy will be deemed your acceptance of those changes.

# **Contacting Us**

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this site, please contact us.