

## **Personnel Profiles Employment Screening, Inc. Privacy Policy**

### **Information Collection and Use**

Personnel Profiles Employment Screening, Inc. is the sole owner of the information collected on this site. We will not sell, share, or rent this information to others in ways different from what is disclosed in this statement. Personnel Profiles collects information from our visitors and users of our Web site and uses the information: internally for marketing and administration purposes, in the fulfillment of our service commitment to you and as legally required under the law.

### **Information Collected From Site Visitors**

Some of this site's Web pages may ask visitors to submit contact information (such as name, business name and/or email address) in order to receive product information, special offers, newsletters or the like. This information is used to contact visitors in the manner for which they have expressed an interest.

### **Information Collected Through Sign Up Process**

Our signup process requests information from the user on our account application form. This information includes: contact information (such as, name business name and business address) and financial information (such as credit card number or billing information). This information is used for account establishment, billing, fulfillment of orders and customer service.

### **Use of Cookies and Pixel Tags**

Cookies are bits of electronic information that a Website can transfer to a visitor's hard drive to help tailor and keep records of his or her visit to the site. Cookies allow Website operators to better customize visits to the site to your individual preferences. The use of cookies is standard on the Internet and many major Websites use them. Personnel Profiles may use cookies to help provide you with a better experience on our site, however, we do will not store user information or personally identifiable information in cookies.

### **Log Files**

We may use IP addresses to analyze trends, administer the site, track user movement, and gather broad demographic information for aggregate use. IP addresses are not linked to user information or personally identifiable information.

### **Sharing**

It may be necessary to transmit certain collected information to a reputable third party vendor to: fulfill our service commitment to you or to process your credit card, in these instances, Personnel Profiles will require all recipients of such information to maintain the information as confidential information and agree not

to disclose such information to third parties. Personnel Profiles may disclose certain information as required by law, court order or pursuant to a government or law enforcement authority request or in a good faith belief that disclosure is necessary or advisable under the circumstances.

### **Links**

This Web site may contain links to other sites. Please be aware that Personnel Profiles is not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every Website that collects personally identifiable information. This privacy statement applies solely to information collected by this Web site.

### **Surveys & Contests**

Personnel Profiles may occasionally solicit user participation in surveys or contests. Participation in these surveys or contests is completely voluntary and the user therefore has a choice whether or not to disclose the information requested. Information requested may include contact information (such as name, business name or email address) and demographic information (such as job function or type of business). Contact information will be used to notify the winners and award prizes. Survey information will be used for purposes of improving this site and/or Personnel Profiles products and services.

### **Security**

This Web site takes every precaution to protect our user's information. When users submit sensitive information via the Web site, this information is protected both online and off-line. Personnel Profiles implements a variety of security measures to maintain the safety of your business information. User information is contained behind secured networks and is only accessible by a limited number of employees who have specific access rights to such systems. When you place orders or review results or access your account information, we offer the use of a secure server. All sensitive/credit information you supply is transmitted via Secure Socket Layer (SSL) technology. While we use SSL encryption to protect sensitive information online, we also take numerous steps that protect our user's information off-line. Access to user information is restricted in our offices. Only employees who need the information to perform a specific job (for example, for billing or customer service) are granted access to user identifiable information. All employees are kept up-to-date on our security and privacy practices. Finally, the servers that we store personally identifiable information on are kept in a secure environment, behind locked doors.

### **Correction/Updating User Information:**

If a user's information changes (such as physical or email address), you will be given the opportunity to update such information. This can usually be done by emailing Customer Service or by contacting your Sales Account Manager.

**Access to User Information**

Personnel Profiles provides access to user information collected through your purchase of or participation in our services, or that you voluntarily provide, by offering you the opportunity to review and correct inaccuracies in your user information. In order to review or correct user information collected on this website, you must send a written request to Personnel Profiles including: (1) your name, business name, complete address, account number, purchase date and order reference number if the request is related to a particular purchase; (2) your name and e-mail address if you elected to voluntarily receive information from Personnel Profiles. Personnel Profiles will process your request to review or correct your user information within 30 days of receipt. Personnel Profiles will not process any third party requests. Requests should be mailed to: Personnel Profiles Employment Screening, Inc. P.O. Box 7495, Mesa, AZ 85216

**Notification of Changes**

By using our Web site, you consent to the collection and use of the information you provide according to this Privacy Policy. We reserve the right to change our Privacy Policy from time to time, if this policy is changed, we will post these changes on this page so that you are always aware of what information we collect, how we use it, and under what circumstances we disclose it. If you have questions about this policy please contact us at: Personnel Profiles Employment Screening, Inc. P.O. Box 7495 Mesa, AZ 85216