

# PRIVACY POLICY



Preville Technology Services (“PTS”) takes the privacy of its clients seriously. We recognize the need for protections and management of personal information that is provided to us or accessed by us. As such, we want our clients to know how we collect, use, share and protect their information. PTS refers to the business, its employees and any sub-contractors that provide services for Preville Technology Services.

Preville Technology Service’s detailed privacy policy is included below. This policy is based on the following fundamental principles:

- We only collect the information that is necessary to deliver the services and/or products our clients’ request.
- We used industry standard safeguards to protect all client information.
- We only share client information with PTS employees, sub-contractors and third-party vendors or service providers necessary to complete the service.

## WHAT INFORMATION IS COLLECTED?

PTS may collect contact, location, billing and shipping information from its clients. This information may include:

- Name (of business or personal client)
- Mailing Address
- E-Mail Address
- Phone Number (including mobile number)
- Credit Card payment information (Credit card information may be collected at the time of payment but is not retained on file.)
- Location information if we are providing on site services
- Response to surveys and questionnaires
- Information related to the service being provided by PTS

The information collected may be stored in many ways including: in written form, in digital form, on a device or online.

As part of our services, PTS may be required to access applications that contain clients’ and/or their clients’ personal information. This process is never done to intentionally expose data. In addition, PTS won’t transfer or copy this data onto any other equipment without the client’s consent or unless the operation is required to complete the services requested by the client.

## HOW IS THE INFORMATION USED?

PTS does not sell or rent information to third parties.

PTS may use this information to provide the services for which they were hired, arrange for invoicing and payment, and for contacting with important information.

Additionally, we may, with the client’s permission, send them information we feel may be helpful to their business such as security updates, new technology, our other products / services, etc. The client may, at any time, request to stop receiving these communications.

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## HOW IS THE INFORMATION SHARED?

PTS does not sell or rent information to third parties.

Client information may be shared with third parties, such as related service providers, in to better fulfill the client's needs. These third-party providers are required to maintain our clients' information confidential and are prohibited for using it for any other purpose.

Information may also be shared if PTS for legal reasons, for example in the case of a court order, or subpoena.

In the event of a corporate sale or merger client information may be shared. If this were to occur, we would notify our clients via our website or using their e-mail addresses.

## HOW DO WE PROTECT YOUR INFORMATION?

PTS utilizes a variety of information-security measures to protect its clients' information.

- We use reasonable security measures to protect the information within our control and to limit access to it.
- We utilize encryption technology to protect information stored digitally.

## INFORMATION RETENTION

PTS may retain client information for as long as the account is active or as necessary to provide the client with services, comply with legal and financial obligations and enforce agreements.

## WEBSITE PRIVACY POLICY

### COOKIES

PTS use "cookies" on their website. A cookie is a piece of data stored on a site visitor's hard drive to help us improve your access to our site and identify repeat visitors to our site. Cookies can also enable us to track and target the interests of our users to enhance the experience on our site. Usage of a cookie is in no way linked to any personally identifiable information on our site.

PTS uses Google Analytics Demographics and Interest Reporting to help understand how users engage with our website and how we may serve you better. This service may collect your device type, browser and IP address. To opt out of this service visit <https://www.google.com/policies/technologies/types>.

The PTS website also uses conversion tracking tags which may share information about visitors' activity on our site with third parties to measure advertising effectiveness.

### LINKS

This website contains links to other sites. Please be aware that we are not responsible for the content or 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 any other site that collects personally identifiable information.

## CHILDREN'S PRIVACY

Our services do not address anyone under the age of 13 (children). We do not knowingly collect personally identifiable information from children under 13.

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## YOUR CHOICES

At any time the client may contact PTS (see the “How to Contact PTS” section) and request:

- updates to their information
- to stop receiving important notices, newsletters or promotional e-mails
- deactivation of their account
- removal of all information (in some cases this will not be possible, if this is the case we will let you know that we cannot remove your information and identify the reason)

## HOW TO CONTACT PTS

For any questions, concerns or issues related to this policy or your privacy contact PTS at:

- 518-507-0100
- [orders@preville.us](mailto:orders@preville.us)