

# PRIVACY POLICY

The federal government and technology industry have developed [practical tips/guidelines](#) to help you guard against Internet fraud, secure your computer, and protect your personal information. We recommend that you review these tips/guidelines to protect yourself from Internet related identity theft or scams.

## **How COMPANY Uses Your Personal Information**

This policy covers how ARGIS (“COMPANY”) handles personal information, and more particularly, how the COMPANY collects and receives your personal information, including information related to your use of COMPANY products and services. For purposes of this policy, personal information is generally defined as information about you that is personally identifiable, and otherwise not publically available, such as your name, address, telephone number, and email address.

## **This privacy policy only applies to the COMPANY**

This policy does not apply to the practices of third parties that COMPANY does not own or control or to people that COMPANY does not employ or manage.

## **INFORMATION COLLECTION AND USE**

### **General**

Please keep in mind that whenever you voluntarily disclose personally identifiable information online - for example through e-mail, discussion lists, or elsewhere - that information can be collected and used by others. In short, if you post personal information online that is accessible to the public, you may receive unsolicited messages from other parties in return. As such, you are ultimately and solely responsible for maintaining the secrecy of your personally identifiable information. Please be careful and responsible whenever you're online.

The COMPANY Web site(s) collect personally identifiable information (such as name, address, telephone number, e-mail address, etc.) from Web site visitors only when visitors voluntarily provide such information to COMPANY. If you do not agree or otherwise desire for your personally identifiable information to be collected by the Company, please do not submit it.

When you do provide us with personally identifiable information, we may use that information in the following ways, unless otherwise expressly stated in this Policy or on our Website: we may store and process the personally identifiable information to better understand your needs and how we can improve our products and services; or we may use your personally identifiable information to contact you regarding the goods or services the COMPANY, affiliates, partners, or other related parties may provide.

COMPANY may automatically receive and record information from your computer and browser, including your IP address, cookie information, software and/or hardware configurations or attributes, and the page(s) you request or otherwise view or access. COMPANY may use this information for the following purposes: to customize the content presented to you on our Websites, fulfill your requests for products and services, improve our services, contact you, conduct research, and provide anonymous reporting for internal and external clients.

## **INFORMATION SHARING AND DISCLOSURE**

COMPANY does not rent, sell, or share personally identifiable information with other people or non-affiliated/related companies except to provide products or services you've requested, when we have your permission, or under the following circumstances:

- We may provide the information to trusted partners who work on behalf of or with the COMPANY under confidentiality agreements. These companies may use your personal information to help COMPANY communicate with you about services provided by the COMPANY or its partners and affiliates; however, these companies do not have any independent right to share this information.
- We respond to subpoenas, court orders, or legal process, or to establish or exercise our legal rights or defend against legal claims.
- We believe it is necessary to share information in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of COMPANY's terms of use, or as otherwise required by law.

## **COOKIES**

COMPANY may set and access COMPANY cookies on your computer. COMPANY may allow third parties/other companies to advertise or otherwise place content on some of our pages. These third parties/other companies may set and access their cookies on your computer, however, third parties/other companies' use of their cookies is subject to their own privacy policies. The third parties/other companies referred to herein do not have access to COMPANY's cookies or personally identifiable information, unless otherwise expressly enumerated herein. Additionally, the COMPANY may use web beacons to access COMPANY cookies inside and outside the COMPANY network of web sites and in connection with COMPANY products and services.

## **LINKS**

The COMPANY Web sites may contain hyperlinks to third party Web sites. The COMPANY is not responsible for the privacy practices or the content of such third party Web sites, and the COMPANY does not share any of the personally identifiable information with the third parties to which the COMPANY Web sites link, except as stated elsewhere within this Privacy Policy. However, COMPANY may share general information or aggregate data (non-personally identifiable information) with such third parties. Please check with the individual third party Web sites to determine their respective privacy policies.

## **CONFIDENTIALITY AND SECURITY**

We limit access to personally identifiable information to COMPANY employees who we believe reasonably need access to the information to provide products or services to you or in the ordinary course of their employment. We have physical, electronic, and procedural safeguards that comply with federal regulations to protect your personally identifiable information from unauthorized access or dissemination.

## **Your Consent To This Agreement**

By using the COMPANY Web sites, you consent to the collection and use of information, including your personally identifiable information, by the COMPANY and its partners or affiliates as specified above. We reserve the right to modify this Policy. If we decide to change our Privacy Policy, we will post those 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.

## **CONTACT INFORMATION**

Should you have any questions or concerns about COMPANY's Privacy Policy or its implementation, please feel free to contact us at [info@argis.com](mailto:info@argis.com).