

# Integrity Permits Privacy Policy

Effective Date: January 1, 2015

Integrity Permits values your relationship and we believe it is important that you understand how we treat the information you may provide to us. Unless specifically stated otherwise, the information you provide is never shared with anyone other than Integrity Permit employees or authorized contractors. Integrity Permits never trades or sells its client's personal information except as provided in this policy. We will ask for your consent before using information for a purpose other than those that are set out in this Privacy Policy.

By using, contracting or registering with this site, you agree that the collection, storage, and use of information is subject to United States laws and regulations and our privacy policy. If you do not agree with this handling of your information, please leave this site immediately.

## How We Gather Information

To utilize our web applications you are required to create an account for you or your company to use on our site. Integrity Permits may also ask for your personal information to help us offer products and services that we think may be beneficial to you or that we feel you may like to hear about. When you are asked for personal information, we will provide a link to this policy and make our intentions clear.

For any purchases made directly from our Site, you must provide contact information such as name, email and shipping address along with any applicable payment information such as a credit card number, code and expiration date. This information will be used for billing purposes and to fill your orders. If for any reason your order cannot be processed, we will use this information to contact you. We may also use the mailing address or email address to send you information that we feel may be of interest to you.

Integrity Permits may use Twitter, Facebook or other social media outlets to market and promote its offerings and services. Any communications you make with Integrity Permits using any media source may be used by Integrity Permits in accordance with this policy.

## Data Logging

Integrity Permits gathers certain information automatically and that information is stored in computer files. Information may include IP addresses, browser types, referring and exit pages, operating system, date and time stamps, and other device specific data. Information

collected may be used to analyze trends, evaluate Site configuration and to track how visitors interact with the Site.

## Cookies

Integrity Permits utilizes “cookie” technology on our Site. A cookie is a small text file that is stored on a user’s computer for record keeping purposes. Some cookies make it easier for users to navigate the Site. Whereas some cookies expire when you close your browser, some remain on your hard drive for an extended period of time. Cookies may be removed from a user’s computer at the user’s discretion.

Third party vendors, including Google, utilize cookies to serve ads based on a user’s prior visits to the Integrity Permits website. Users can opt-out of third party vendor’s use of cookies by “Managing cookies in your browser”

(<http://www.google.com/policies/technologies/managing/>).

Some components of the Site may not properly function if cookies are disabled.

## Legal Access to User Information

Integrity Permits may share personal information with companies, organizations or individuals outside of Integrity Permits if there is a good-faith belief that access, use preservation or disclosure of the information is reasonably necessary to:

- Meet any applicable law, regulation, legal process or enforceable governmental request.
- Enforce applicable Terms of Service, Terms of Use, or other potential violation of Integrity Permits contracts or rules, including investigation of potential violations.
- Detect, prevent, investigate or otherwise address fraud, security or technical issues.
- Protect against harm to the rights, property or safety of Integrity Permits, our clients or the public as required or permitted by law

## Merger, Acquisition, Sale or Forced Sale

If Integrity Permits is involved in a merger, acquisition or asset sale, including a forced sale of assets, we will, to the extent permitted by law, maintain the confidentiality of any personal information and give affected users notice before personal information is transferred or becomes subject to a different policy.

## Business Partners

Integrity Permits may provide information to our customers, advertisers, sponsors, and other companies with which we do business. This information is about how our users collectively use our Site. The information does not include any personally identifiable data about you. We reserve the right to share your personally identifiable information, including your e-mail with or on behalf of our business partners, provided that they will only contact you (or we only contact you on their behalf) in connection with products and

services similar to our products and services which we think you may be interested in. We may share your personally identifiable information with business partners in order to conduct similar promotions, offer special premiums, and share databases and equipment. We reserve the right to share your information with other companies that may become business partners in the future.

## Third Party Information Sharing

Generally, Integrity Permits does not share your information with third parties. We reserve the right to share your information with third-party companies we may use to perform other service functions for Integrity Permits. However, at all times, we will control and be responsible for the use of your information and will ensure that the information remains secure. Integrity Permits does not share equipment or databases with these companies. Additionally, any company we use for these reasons will be instructed not to share, sell, or distribute your information, or otherwise use your information except to provide us services.

## How We Protect Your Personal Information

Integrity Permits is committed to providing layers of security to preserve the confidentiality of your information. Integrity Permits safeguards the security of the information you send us with physical, electronic, administrative and managerial procedures. No transmission of data over the internet or other public network can be guaranteed to be 100 percent secure. Integrity Permits makes reasonable efforts to secure your personal information once we receive it but we cannot guarantee the security of that information

Credit card numbers are not stored on Integrity Permit's services but rather that information is submitted to a credit card authorized service. This service provides Integrity Permits with credit card validation information only. Integrity Permits does not have access to your personal financial data. Personally identifiable information entered into the Site is encrypted and stored. Documents that may be uploaded in web applications are encrypted in transmission and at rest.

Our servers are protected by advanced firewalls and other security technologies. Our Site utilizes strong encryption and other safeguards are provided to ensure that client information is secure.

Your online account access has been designed to safeguard your information and privacy by utilizing the latest Internet security technologies. To further enhance security, these protective technologies have been applied in layers.

Transmission security is provided by using SSL encryption ensuring that only our client and our authorized systems are able to read the transaction information as it flows across the Internet. Through the use of digital certificates, Integrity Permits clients can be assured that they are communicating with the legitimate server and not an imposter.

User account security is furnished through the use of a unique account and password combination, which should only be known by the holder of the account. Without this information, accessing or modifying data and initiating transactions is impossible.

Access security is provided by a combination of segregated network architecture, hardened server configurations, and redundant firewalls. Internet-based attacks are stopped through the use of redundant state-of-the-art firewall technology and hardened server configurations.

Security measures have been implemented to meet the ever-changing security threats of the Internet and web applications are reviewed and monitored on an ongoing basis.

## Steps taken to safeguard your online account and data:

- Strong encryption – This means that all data sent or received is scrambled while traveling between our systems and your computer, making your information more secure.
- Secure sign on – When you sign on to the Integrity Permits web site you are required to provide a username and password.
- Your information - Your online account information incorporates detailed information about you, including the last time it was used.
- System protection – Integrity Permits uses advanced firewalls and other security technologies to support the continued safety and security of our systems.

If you no longer wish to receive Integrity Permits newsletters or other promotional communications, you may opt-out of receiving them by following the instructions included in the communications.

## Links To Other Sites

Integrity Permits website may contain links to other Sites that are not owned or controlled by Integrity Permits. Integrity Permits is not responsible for the privacy or security practices of other website. Users are encouraged to be aware that when leaving the Integrity Permits website, privacy statements of other websites should be reviewed.

## Information Obtained From Third Parties

Integrity Permits does not sell or trade client's personal information. Integrity Permits may at times receive contact lists from other organizations. Integrity Permits may send mailings to these addresses. To be removed from a third party's database, you must contact that party directly.

## Children

The Integrity Permits website is not intended for users under the age of 18. We do not knowingly collect or distribute personal information from anyone under the age of 18.

## Changes To This Privacy Statement

The Effective Date of this Privacy Policy is set forth above. Due to the constantly changing nature of our business, we reserve the right to change, update or modify this policy at any time at our sole discretion. Any changes to this policy will be posted within this policy. Any changes, updates or modifications will become effective immediately upon posting. Use of information that we gather will be subject to the Privacy Policy in effect at the time it was obtained. Users and clients are responsible for checking our Site frequently to keep apprised of recent changes. By accessing our Site or using our web applications after the Effective Date, users and clients are deemed to have consented to our then-current privacy policy and will be bound by its terms.

## Contact Us

Integrity Permits welcomes your questions and comments about privacy issues. Please send an e-mail to: \_\_\_\_\_ with any questions.