

## Global DMS® Privacy Policy

### Policy

Global DMS is committed to protecting the privacy and accuracy of your personally identifiable information to the extent possible, subject to provisions of state and federal law. Other than as required by laws that guarantee public access to certain types of information, or in response to subpoenas or other legal instruments that authorize disclosure, personally identifiable information is not disclosed without your consent.

### Information Collection and Use

Customer data is intentionally collected and stored in Global DMS' operational systems of record. Because we operate as a business-to-business corporation rather than dealing directly with individual consumers, there are only a few pieces of information that are mandatory for us to do business with our customers. The necessary data points to conduct business with our customers include: name of business, billing address, email address for billing purposes, primary contact information email and phone number. Additional information about the customer is optional.

Access to customer information is secured via username and password as well as specific user rights. This means only authorized personnel can alter customer information upon successful system access via the secured username and password. Customers needing to update any pertinent non-billing information should contact their assigned account representative directly. Billing information may only be updated by an authorized representative of Customer, through our accounting department.

Global DMS has a strict policy not to share our customer list or to disclose customer data to any 3rd party. Any customer reference or testimonial is utilized only after permission is granted and approved by the customer in question. Global DMS does not sell or distribute any historical or current customer data.

Categories of personally identifiable information are collected by the website globaldms.com. Our Web server temporarily collects the following information: Internet Protocol (IP) address of computer being used; Web pages requested; referring Web page; browser used; date and time. This information is collected to monitor your navigation of our Web pages. We may use browser-IP-address information and anonymous-browser history to report information about site accesses and for profiling purposes. This information is generally used to improve Web presentation and utilization. Globaldms.com online activity uses "cookies" to keep track of user specific online forms and downloads. Personally identifiable information is not stored within cookies. Data gained by our website is not stored in our customer database nor is it distributed outside of the Global DMS marketing team and systems.

### **Links to Other Sites**

You may encounter links to other Web sites of organizations not directly affiliated with the Global DMS as well as companies Global DMS does business with. Please be aware that Global DMS is not responsible for the information practices of external organizations. Once you leave the Global DMS website, this privacy policy no longer applies. We recommend you review the privacy statements of each external Web site that collects personal information.

### **Disclosure of Collected Information**

Global DMS will not disclose or share, without your consent, personally identifiable information, except in circumstances where disclosure may be required by law. Your personally identifiable information will not be distributed or sold to third-party organizations.

### **Policy Changes**

This privacy policy has been created and approved by the Global DMS executive team. Any revisions to this privacy policy will be posted to the Vendor Due Diligence Folder.

### **Enforcement**

Violation of this policy will result in disciplinary action which may include termination for employees, contractors and temporaries; a termination of employment relations in the case of contractors or consultants; dismissal for interns and volunteers. Additionally, individuals are subject to loss of Global DMS Information Resources access privileges, civil, and criminal prosecution.