

# **Windows on Washington Privacy Policy**

## **Introduction**

Windows on Washington is committed to maintaining high standards of professionalism and ethics in our relationships with our customers. We are also committed to protecting your privacy rights.

The purpose of this statement is to clarify what kind of information we collect about you, how we use it, who we disclose it to, how you may correct or change it and how to contact us.

We will not sell, trade, give or rent any personally identifiable information obtained from you to a third party unless you consent. This does not include trusted third parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

This Policy also serves as notification to individuals of the matters required to be notified by the United States of America Privacy Principles.

An individual who provides personal information to Windows on Washington, either directly or through a business partner or service provider, is given access to this Policy.

## **The personal information collected by Windows on Washington**

Personal information collected by the Windows on Washington may include:

First name, last name, email, street address, phone number, and other information that may relate to your project.

## **How personal information is collected and held**

Windows on Washington collects the personal information of individuals directly when, The individual, completes an online form for example:

- Downloads an ebook
- Requests a quote
- Subscribes to the blog

Personal information received by Windows on Washington is held electronically on the information technology systems of Windows on Washington and may only be accessed by its authorized employees and contractors who require access in connection with the purposes described in this Policy.

### **Cookies**

Windows on Washington also uses cookies. Cookies are small files that a site or its service provider transfers to your computer's hard drive through your Web browser (if you allow) that enables the sites or service providers systems to recognize your browser and capture and remember certain information.

### **Disclosure of personal information**

Windows on Washington may disclose personal information to its business partners and third party service providers to perform activities in connection with the purposes described in this Policy.

### **Accuracy and protection of personal information**

An individual will need to ensure that the personal information which is provided is accurate, complete and up-to-date at the time it is provided and must notify the Windows on Washington of any changes.

Windows on Washington will take reasonable steps to protect the personal information that it holds from misuse and loss and from unauthorized access, modification or disclosure. Windows on Washington's information technology systems are protected by various technology solutions. However, Windows on Washington will not be liable for direct or indirect loss or damage in connection with unauthorised access, use, alteration, destruction or disclosure of personal information.

### **Access to personal information**

An individual may see and have a copy of their personal information that Windows on Washington holds.

If an individual is able to establish that their personal information is not accurate, complete and up-to-date, then on request the Windows on Washington will take reasonable steps to correct it.

If the Company is unable to agree whether personal information is accurate, complete or up-to-date, then an individual may ask Windows on Washington to place with the information a statement claiming that particular

### **Complaints**

An individual may make a complaint in writing to the Managing Director 23465 Rock Haven Way, Suite 120, Dulles VA 20166 about how their personal information has been dealt with by explaining the nature of the complaint and providing sufficient information to enable Windows on Washington to respond.

Windows on Washington will respond in writing to a written complaint within 30 days of receipt.

**Policy last updated:** September 2017