

# **Privacy Policy**

## **Our Commitment to Privacy**

Privacy is of utmost importance to our Pendello Solutions team. We provide detailed information regarding our privacy practices and the decisions you are able to take regarding the way your information is collected and used to better protect your privacy. We make this Policy broadly available, as well as documented throughout pendello.com where personally identifiable information may be requested, as evidence of our commitment to privacy protection.

#### The Information We Collect on Pendello.com

On some of our pendello.com pages, you are able to make requests and register to receive materials. The personal information that may be collected on these pages may include:

Name Company Name Address Email address Phone number

While accessing pendello.com we also collect non-personally identifiable information about the computer, including the IP address, the type of operating system and browser used, the computer's location, what pages are visited on our site and what links are clicked on, and site visit history.

## The Way We Use Information

We only use the information you provided about yourself or your company to complete that request. We do not share this information with outside parties. The only exception is using the information to the extent necessary to complete the request. We use return email addresses to answer the Contact Us requests and emails we receive. Such addresses are not used for any other purpose and are not shared with outside parties.

You can register with our website if you would like to receive our newsletter as well as updates and information on our business technology solutions. Information you submit on our website will not be used for this purpose unless you fill out the applicable form. We use non-identifying and aggregate information to better design our website but there is no disclosure of any personally identifiable information.

We never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.

#### **Our Commitment to Data Security**

We have established appropriate physical, electronic and managerial procedures to secure and safeguard the information we have collected online to prevent unauthorized access, maintain data accuracy, and ensure the correct use of information.



#### To Access or Correct Your Information

Contact us to inquire about any personally identifiable information that has been collected online and maintained by us. You may also contact us to correct factual errors in your personally identifiable information by providing information that credibly shows error. We will take reasonable steps to validate your identity before granting access or making corrections. This procedure is in place to more effectively safeguard your information.

#### **Information Release**

Government or law enforcement agency information release requests will be granted only after proper legal service has been obtained.

### **For Our Client Partners**

Personally identifiable information, company-identifiable information, credit card credentials may be collected throughout the course of our relationship. Non-identifiable information will be collected by our remote monitoring and management tools at the hardware level only. The data gathered will solely be used to facilitate the most effective and efficient service and support, client management, information and alerts distribution, and solutions implementation. We hold any and all information gathered in the strictest of confidence and will only disclose this information in the event that it's required to execute our business technology management capabilities in your best interests.

Pendello Solutions is CFR Parts 160 and 164 compliant to ensure faithful execution of the Standards for Privacy of Individually Identifiable Health Information (HIPAA), where applicable.

Our team is routinely briefed and trained on physical, administrative, technical, policies and procedures, and risk analysis, mitigation and management, to ensure safeguards are in place, functioning and routinely updated.

Pendello Solutions conducts an annual Privacy Audit. (Most Recent: 1 January 2016).