

# Information Asset Website Privacy Policy

May 29, 2018

Version 2

# Privacy Policy

Information Asset operates the Information-asset.com website, which provides the SERVICE.

This page is used to inform website visitors regarding our policies with the collection, use, and disclosure of Personal Information if anyone decided to use our Service.

If you choose to use our Service, then you agree to the collection and use of information in relation with this policy. The Personal Information that we collect are used for providing and improving the Service. We will not use or share your information with anyone except as described in this Privacy Policy.

## Version Information & Changes

Any changes, edits and updates made to the Website Policy will be recorded in here. Whenever there is an update to the Policy, Information Asset requires that the version number be updated to indicate this.

<b>Name of Person Making Change</b>	<b>Role of Person Making Change</b>	<b>Date of Change</b>	<b>Version Number</b>	<b>Notes</b>
<i>Erin Kimak</i>	<i>Ops Manager</i>	<i>11/16/17</i>	<i>1.0</i>	<i>Initial version of Plan</i>
<i>Erin Kimak</i>	<i>Ops Manager</i>	<i>5/29/2018</i>	<i>2.0</i>	<i>Addressed GDPR</i>

## Information Collection and Use

For a better experience while using our Service, we may require you to provide us with certain personally identifiable information, including but not limited to your name, phone number, and postal address. The information that we collect will be used to contact or identify you.

## Log Data

We want to inform you that whenever you visit our Service, we collect information that your browser sends to us that is called Log Data. This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser version, pages of our Service that you visit, the time and date of your visit, the time spent on those pages, and other statistics.

## Cookies

Cookies are files with small amount of data that is commonly used an anonymous unique identifier. These are sent to your browser from the website that you visit and are stored on your computer's hard drive. Our website does not collect "cookies" at this time.

## Service Provider

We may employ third-party companies and individuals due to the following reasons:

- To facilitate our Service;
- To provide the Service on our behalf;
- To perform Service-related services; or
- To assist us in analyzing how our Service is used.

We want to inform our Service users that these third parties have access to your Personal Information. The reason is to perform the tasks assigned to them on our behalf. However, they are obligated not to disclose or use the information for any other purpose.

## Links to Other Sites

Our Service may contain links to other sites. If you click on a third-party link, you will be directed to that site. Note that these external sites are not operated by us. Therefore, we strongly advise you to review the Privacy Policy of these websites. We have no control over, and assume no responsibility for the content, privacy policies, or practices of any third-party sites or services.

## Children's Privacy

Our Services do not address anyone under the age of 13. We do not knowingly collect personal identifiable information from children under 13. In the case we discover that a child under 13 has provided us with personal information, we immediately delete this from our servers. If you are a parent or guardian and you are aware that your child has provided us with personal information, please contact us so that we will be able to do necessary actions.

## Updated Information addressing GDPR

To adhere to the GDPR guidelines, any information entered into the Information Asset website will only be used to send the requested information. We will never disclose or share your information with other companies. The Information Asset website does not use cookies to track users.

## Your Rights

Below are your rights under the data protection law:

- **The right to access** - You have the right to confirmation as to whether we process your personal data and, where we do, access to the personal data.
- **The right to rectification**- You have the right to have any inaccurate personal data about you rectified.
- **The right to erasure** – You have the right to erasure of your personal data without delay.
- **The right to restrict processing**- You have the right to restrict the processing of your personal data.
- **The right to data portability** – You have the right to object to the use of your personal data in direct marketing purposes. We will remove your information if you object in a timely manner.
- **The right to withdraw consent** – You have the right to withdraw your consent to use your data at any time.

## Changes to This Privacy Policy

We may update our Privacy Policy from time to time. Thus, we advise you to review this page periodically for any changes. We will notify you of any changes by posting the new Privacy Policy on this page. These changes are effective immediately, after they are posted on this page.

## **Contact Us**

If you have any questions or suggestions about our Privacy Policy, do not hesitate to contact us.