

# Workforce Planning 90 Day Action Plan LLC Privacy Statement

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Workforce Planning 90 Day Action Plan LLC is committed to protecting your privacy and developing technology that gives you the most powerful and safe online experience. This Statement of Privacy applies to the Workforce Planning 90 Day Action Plan LLC Web site and governs data collection and usage. By using the Workforce Planning 90 Day Action Plan LLC website, you consent to the data practices described in this statement.

## **Collection of your Personal Information**

Workforce Planning 90 Day Action Plan LLC may collect personally identifiable information, such as your e-mail address, name, home or work address or telephone number. Workforce Planning 90 Day Action Plan LLC also collects anonymous demographic information, which is not unique to you, such as your ZIP code, age, gender, preferences, interests and favorites.

There is also information about your computer hardware and software that is automatically collected by Workforce Planning 90 Day Action Plan LLC. This information can include: your IP address, browser type, domain names, access times and referring Web site addresses. This information is used by Workforce Planning 90 Day Action Plan LLC for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the Workforce Planning 90 Day Action Plan LLC Web site.

Please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through Workforce Planning 90 Day Action Plan LLC public message boards, this information may be collected and used by others. Note: Workforce Planning 90 Day Action Plan LLC does not read any of your private online communications.

Workforce Planning 90 Day Action Plan LLC encourages you to review the privacy statements of Web sites you choose to link to from Workforce Planning 90 Day Action Plan LLC so that you can understand how those Web sites collect, use and share your information. Workforce Planning 90 Day Action Plan LLC is not responsible for the privacy statements or other content on Web sites outside of the Workforce Planning 90 Day Action Plan LLC and Workforce Planning 90 Day Action Plan LLC family of Web sites.

## **Use of your Personal Information**

Workforce Planning 90 Day Action Plan LLC collects and uses your personal information to operate the Workforce Planning 90 Day Action Plan LLC Web site and deliver the services you have requested. Workforce Planning 90 Day Action Plan LLC also uses your personally identifiable information to inform you of other products or services available from Workforce Planning 90 Day Action Plan LLC and its affiliates. Workforce Planning 90 Day Action Plan LLC may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

Workforce Planning 90 Day Action Plan LLC does not sell, rent or lease its customer lists to third parties. Workforce Planning 90 Day Action Plan LLC may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information (e-mail, name, address, telephone number) is not transferred to the third party. In addition, Workforce Planning 90 Day Action Plan LLC may share data with trusted partners to help us perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to Workforce Planning 90 Day Action Plan LLC, and they are required to maintain the confidentiality of your information.

Workforce Planning 90 Day Action Plan LLC does not use or disclose sensitive personal information, such as race, religion, or

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political affiliations, without your explicit consent.

Workforce Planning 90 Day Action Plan LLC keeps track of the Web sites and pages our customers visit within Workforce Planning 90 Day Action Plan LLC, in order to determine what Workforce Planning 90 Day Action Plan LLC services are the most popular. This data is used to deliver customized content and advertising within Workforce Planning 90 Day Action Plan LLC to customers whose behavior indicates that they are interested in a particular subject area.

Workforce Planning 90 Day Action Plan LLC Web sites will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on Workforce Planning 90 Day Action Plan LLC or the site; (b) protect and defend the rights or property of Workforce Planning 90 Day Action Plan LLC; and, (c) act under exigent circumstances to protect the personal safety of users of Workforce Planning 90 Day Action Plan LLC, or the public.

#### **Security of your Personal Information**

Workforce Planning 90 Day Action Plan LLC secures your personal information from unauthorized access, use or disclosure. Workforce Planning 90 Day Action Plan LLC secures the personally identifiable information you provide on computer servers in a controlled, secure environment, protected from unauthorized access, use or disclosure. When personal information is transmitted to other Web sites, it is protected through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

#### **Changes to this Statement**

Workforce Planning 90 Day Action Plan LLC will occasionally update this Statement of Privacy to reflect company and customer feedback. Workforce Planning 90 Day Action Plan LLC encourages you to periodically review this Statement to be informed of how Workforce Planning 90 Day Action Plan LLC is protecting your information.

#### **Contact Information**

Workforce Planning 90 Day Action Plan LLC welcomes your comments regarding this Statement of Privacy. If you believe that Workforce Planning 90 Day Action Plan LLC has not adhered to this Statement, please contact Workforce Planning 90 Day Action Plan LLC at [330.463.5447](tel:330.463.5447). We will use commercially reasonable efforts to promptly determine and remedy the problem.