# Privacy Policy - eServices PaaS IIc

The following policy outlines and discloses how eServices PaaS IIc gathers and uses personal information that we've acquired online, from clients, in person, by phone, through email or postal mail. If you have any questions or concerns about this policy or our use of your personal information, please contact us.

## The eServices PaaS IIc Privacy Policy:

eServices PaaS IIc believes in protecting the privacy of everyone using our systems. The purpose of this privacy policy is to describe the kinds of information that we may collect; how we may use that information; how we protect it; when we may disclose it; and the choices available to you regarding your information.

By visiting our websites, you are consenting to the practices described in the current version of this privacy policy. If you have visited our site previously, please review the privacy policy again to be sure you are familiar with its present terms.

### Non-Personal Information That We Collect

We automatically collect non-personally identifiable information from you when you visit our sites. This information includes your Internet Protocol ("IP") address, which is the number automatically assigned to your computer whenever you access the internet. This number does not identify your name, email address, or other personal information. We use the IP address to help diagnose problems with our servers and to administer our site.

#### Personal Information That We Collect

We collect different kinds of information from or about you based on the services you utilize that we provide. These include such things name, address, phone, email, dependents and insurance, as per our membership system provided to and used by clients. We collect information about payment transactions. This includes your payment information, such as account, name, and authentication information. When you request a recurring financial transaction such as an automatic renewal of a membership or a scheduled bill payment, we will encrypted and tokenized all card credit, bank account, or other provided financial information.

#### Uses of Your Information

Any information that you provide us is used to manage memberships on behalf of our clients, pay bills, process payment transactions, and/or send you information that you've requested from us.

### Disclosures of Your Information

We never share, sell, or disclose personal identifiable information to other companies, persons or agencies that you have not given us authorization to.

#### **External Links**

If any part of the eServices PaaS IIc links you to other websites, those sites do not operate under this privacy policy. We recommend that you examine the privacy statements posted on those websites to understand their procedures for collecting, using, and disclosing personal information.

# Changes to This Privacy Policy

eServices PaaS IIc may update this privacy policy in the future. We will notify you about material changes to this privacy policy by sending a notice to the email address you provided to us or by placing a prominent notice on our site.

For questions about this policy, contact us as follows: eServices PaaS IIc 215 West Eighth Avenue West Homestead, PA 15120 412.461.6369

EFFECTIVE DATE: 01.01.2018