

# IMPAQ International

## Privacy Policy

*Final*

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***Submitted to:***

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## NOTICES

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## VERSION HISTORY

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Changed By	Approved BY	Date	vision #	Notes
Cory M	Dave Denbow	7/10/15	0.1	Initial
Cory M	Dave Denbow	08/21/2015	1.0	Finalized

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## **1. PRIVACY POLICY**

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### **1.1 PRIVACY POLICY – EFFECTIVE DATE July 26, 2015**

IMPAQ International (collectively “IMPAQ,” “we,” “us,” or “our”) values your privacy. This privacy policy (“Privacy Policy”) applies to <http://www.impaqint.com> (“Site”) and explains how we collect, use, and disclose the information we collect from you. By using the Site, you agree that you have read, understand, and agree to this Privacy Policy, which incorporates our Terms of Use, available here. If you have any questions regarding this Privacy Policy, please contact us at [compliance@impaqint.com](mailto:compliance@impaqint.com).

### **1.2 INFORMATION WE COLLECT**

#### ***Information You Provide***

We collect information that you provide to us, for example, when you create an account to apply for a job on the Site, when you subscribe to receive communications from us, when you submit information in connection with contacting us, or when you otherwise provide or post information via the Site. This information may include your name, email address, address, phone number, and other information.

### **1.3 HOW WE USE AND DISCLOSE THE INFORMATION WE COLLECT**

#### **Information You Provide**

If you provide information to us, we will only use and disclose that information to fulfill the purpose for which it was supplied to us. For example,

- when you create an account to apply for a job on the Site, we use the information you provide for processing your application and to contact you about jobs you have applied for (for more information regarding the job application process please see our Terms of Use);
- when you provide us with information in connection with subscribing to communications from us, we use this information to alert you to company news and other company information; and
- when you provide us information in connection with contacting us, we use this information to reply to your inquiry.

We occasionally hire third parties to provide limited services on our behalf with respect to the information you provide to us, including, for example, processing job applications. We will only provide those third parties the information they need to deliver the service on our behalf, and those third parties are prohibited from using that information for any other purpose.

#### **Other Disclosures and Do-Not-Track**

We may also need to use or disclose the information we collect when required by law or to enforce and protect our rights or property, this Privacy Policy, or the Terms of Use. We do not sell any information you provide to us to third parties.

Given the nature of our data collection, use, and disclosure activities discussed above and below, we do not respond to do-not-track requests.

## **1.4 COOKIES AND OTHER TRACKING MECHANISMS**

Like most websites, we may use cookies, web beacons, and other technologies to track user activity and collect Site data.

IMPAQ will track visitor activity to our site using IP addresses and set temporary cookies to track user sessions. This data helps us keep track of the number of visitors and help facilitate the dynamic nature of our site. This information is not connected in any way with personal information (name, address, etc). The user's identity remains anonymous with this type of information.

## **1.5 USER CONTENT**

We may allow users to post information on our Site, such as comments to blogs and other items posted to our Site. Please see our Terms of Use for more detail. Any information that you post to our Site becomes publicly available and may be viewable by any visitors to our Site. By posting content to our Site, you agree that such posting is subject to our Terms of Use.

## **1.6 THIRD-PARTY LINKING**

Our Site may contain links to other websites, including various social media websites. We do not regularly review materials on websites linked to from this Site and do not necessarily endorse the materials appearing on any websites linked to from this Site. We assume no responsibility for the content or the policies and practices of such other websites. We encourage you to be aware when you leave our Site and to read the privacy policies of any other website that you visit.

## **1.7 EMAIL COMMUNICATIONS**

If you subscribe to receive email communications from us, we may send you email communications to alert you to company news and provide you with other company information. In addition, if you sign up to receive information regarding job openings that may be of interest to you, we may send you email communications based on the preferences you specified in connection with signing-up for such communications. We may also contact you regarding any jobs for which you applied, even if you did not sign-up to receive ongoing communications from us. If at any time you would like to stop receiving these email communications, users are able to send IMPAQ an email to discontinue receiving requests.

## **1.8 SECURITY**

We follow generally accepted industry standards to protect the information we collect. That said, no data security measures are 100% secure. Therefore, while we implement reasonable physical,

technical, and administrative measures to protect the information we collect, we cannot guarantee its absolute security.

## **1.9 CHANGES TO THIS PRIVACY POLICY**

We have the right to change this Privacy Policy without prior notification to you. If we make a change to this Privacy Policy, we will change the effective date above. We suggest you review this Privacy Policy from time to time. If we materially change our privacy practices with respect to the information we have collected from you, we will attempt to provide you with notice of such changes via email or by posting a notice on our Site.

## **1.10 CHILDREN'S PRIVACY**

The Site is not directed toward children under the age of 18, and children under the age of 18 are not permitted to submit any information to us via the Site.

## **1.11 CHOICE OF LAW**

These Terms of Use shall be governed by the laws of the State of Maryland without regard to its conflicts of law rules.

## **1.12 CONTACT**

If you have any questions regarding this Privacy Policy, please contact us at [Compliance@impaqint.com](mailto:Compliance@impaqint.com).