



## Privacy Notice

This privacy notice discloses the privacy practices for **AccessIT Group, Inc.** and our website; <http://www.accessitgroup.com>. It will notify you of the following:

- What information we collect
- With whom it is shared
- How it can be corrected
- How it is secured
- How policy changes will be communicated
- How to address concerns over misuse of personal data

## Information Collection, Use, and Sharing

\*We may collect and/or analyze information through our website, social media, Google analytics, or other business analytics tools.

We are the sole owners of the information we collect. We only have access to information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. We may share your information with our distribution and manufacturing partners, as necessary to fulfill your requests. (e.g., to ship an order)

\*We may use an aggregate of your information to develop business analytics around your industry, your geography or the types of products and services that might be relevant to your organization.

Unless you ask us not to, we may contact you via email in the future to tell you about special events, new products or services, or changes to this privacy policy.

## Your Access to and Control Over Information

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number provided on our website:

- Right to access personal data
- Right to be informed of what data is being collected, how it is being used, and how long it will be kept and whether it will be shared with any third parties
- Right to request a copy of the information we have about you
- Right to correct data that is inaccurate or incomplete
- Right to ask to erase data, in certain circumstances

- Right to restrict processing of personal data

## **Sharing**

We use an outside shipping company to ship orders from our vendor partners and distributors. These companies do not retain, share, store or use personally identifiable information for any secondary purposes beyond filling your order.

We partner with suppliers to provide various products and services. When you purchase these products and services, we will share names, or other contact information that is necessary for the third party to provide these services. These parties may use your personally identifiable information to provide these products and services.

## **Security**

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information via the web, that information is transmitted to us in a secure way.

We also protect your information offline. Only employees who need the information to perform a specific job (e.g. billing or customer service) are granted access to personally identifiable information. The servers on which we store personally identifiable information are kept in a secure environment.

## **Links**

Our web site contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

## **Notification of Changes**

Whenever material changes are made to this privacy policy, they will be posted here on our website.

**If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 1-866-748-AITG (2484), via email at [info@accessitgroup.com](mailto:info@accessitgroup.com), or at 20106 Valley Forge Circle, King of Prussia, PA 19406.**