

PCS Privacy Policy

Changes were made to this Privacy Policy, effective 07/25/2023.

Who We Are and What We Do

PC Synergy, Inc. ("PCS," "us," "we," or "our") is based in California. We offer *PostalMate*®, the industry's leading comprehensive packing and shipping software solution, and related products and services, including installed and cloud-based software and mobile apps (collectively, our "Services"). Our customers ("Customers") are retail pack + ship centers and corporate retail stores. Our Services help our Customers process and manage shipments for their retail customers. We don't market or sell our Services to individual consumers.

The term "Personal Information," as we use it in this Privacy Policy, has the meaning given to it under the California Consumer Privacy Act ("CCPA")¹, and addendum of California Privacy Rights Act (CPRA also known as Proposition 24) i.e., information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with you. It does not include information that is aggregated or information that cannot reasonably identify you or be linked to you.

PCS takes numerous steps to protect the privacy of the Personal Information of individuals ("you") from or about whom we receive, collect, store, process or share with others during the course of operating our business. It's the law, the right thing to do, and our business and customers depend on it. For more information, please see the section, **How Do We Protect Your Information?**, below.

Importantly, PCS has not ever sold, and does not sell, anyone's Personal Information.

We are a Service Provider to Our Customers, and Don't Work Directly With Consumers

Because we act as a service provider (as defined in the CCPA and CPRA) to our Customers, the Personal Information we receive, store or process on behalf of our Customers is typically provided to our Customers by *their* customers – the people and companies that ship things. It typically consists of shipment information, such as the name, address and other contact information of the sender and recipient of the shipment. We refer to this type of data as "Customer Data," as further described in the sections, **Scope and Application of this Privacy Policy** and **Personal Information Contained Within Customer Data**, below.

We also collect and receive Personal Information from you if you visit one of our websites ("Sites"), and voluntarily provide it by, e.g., completing a form to inquire about our Services, or if you are authorized to do so in connection with a Customer's use of our Services, register to participate in a user forum or to receive support for the use of our Services. In addition, we collect information from devices which access our Services and Sites through the use of "cookies" and other

webtracking technologies. See the sections, **Usage Data** and **Tracking Technologies (e.g., Cookies)**, below for more information.

Please also see the sections, **What Information Do We Collect and How Do We Use It?** and **Information Sharing**, below.

Scope and Application of this Privacy Policy

This Privacy Policy applies to and describes our privacy practices regarding the Personal Information of individuals collected from or provided by visitors to various PCS websites (each, a "Site"), and otherwise provided to us, and to Personal Information processed or stored on behalf of, or provided by or collected from, our Customers in connection with their use of our Services, including shipment and other data, some of which may include Personal Information ("Customer Data"). For more information, please see the section, **Personal Information Contained Within Customer Data**, below. This Privacy Policy also describes individuals' choices regarding use, access and correction of Personal Information.

If you are a California consumer entitled to the protections of the CCPA and CPRA), please see the section, **Your California Privacy Rights**, below. That section states additional rights you may have and contains additional information, which supersedes any conflicting provision of this Privacy Policy as it applies to you.

Consent

Please note that by using this Site or any other PCS Site linking to this Privacy Policy, or any of our Services, or by submitting any Personal Information to us through this Site, or otherwise, *you consent to the privacy practices of PCS and the other terms set forth in this Privacy Policy*, including the warranty and liability disclaimers and other terms set forth on our [PCS Website Terms of Use](#) page. Additionally, it is required to express consent to process sensitive information. Therefore, for any processing of sensitive information, we will seek your express consent as outlined in our Sensitive Information Processing Policy. Express consent is required to process sensitive information. If you do not agree, use of this Site is not permitted, but you may learn more about our Services by contacting us as otherwise described in the "Contact PCS" section below.

Children's Privacy

This Site and our Services are not targeted to children under the age of thirteen, nor do we seek to collect or knowingly collect Personal Information from children under the age of thirteen. Please do not provide any Personal Information to us for any reason if you are under the age of thirteen.

International Use

This Privacy Policy is intended to meet the laws and regulations of the United States and the State of California. Our servers and databases are located in the United States. By sending us your Personal Information or allowing it to be processed using our Services by providing it to one of our Customers, you consent to its transfer to and storage within the United States. Irrespective of the country in which you reside or from which you access this Site, you authorize PCS to use and process your Personal Information (and User Content, as defined in the [PCS Website Terms of Use](#)) in the United States and any other country where PCS operates, as necessary to enable our Customers to perform transactions using our Services and as stated in this Privacy Policy (see, e.g., the section, **Personal Information Contained Within Customer Data**, below).

Notwithstanding the foregoing or anything in this Policy to the contrary, access to the Site or Services from countries or territories where such access is illegal or contrary to applicable rules or regulations – or where the privacy practices described in this Privacy Policy may not be deemed adequate, such as the EEA or EU – is prohibited. Those who access the Site or Services or provide their Personal Information from outside the United States do so on their own initiative, at their sole risk, and are responsible for compliance with local laws, rules and regulations. We comply with U.S. law and, in particular, the CCPA and CPRA.

California Privacy Rights

Your Rights, Generally, Under the CCPA and CPRA

As mentioned above, PCS has not sold and does not sell Personal Information, as contemplated by the CCPA and the California Privacy Rights Act (CPRA).

Under the CCPA and CPRA, if you are a California consumer, you have the right to know about what Personal Information about you a business has collected, disclosed or sold, subject to various exceptions and limitations. More specifically, you have:

1. The right to request that a business that collects your Personal Information disclose to you the following, upon receipt of a verifiable request:
 - a. the categories of Personal Information it has collected about you within the preceding twelve months;
 - b. the categories of sources from which the Personal Information is connected;
 - c. the business or commercial purpose for collecting or selling Personal Information;
 - d. the categories of third parties with whom the business shares Personal Information; and
 - e. the specific pieces of Personal Information it has collected about you.
 - f. right to preventing businesses from storing personal information longer than necessary and collecting more personal information than necessary.

2. The right to request that a business that sells your Personal Information, or that discloses it for a business purpose, disclose to you the following:
 - a. the categories of Personal Information that the business collected about you within the preceding twelve months;
 - b. the categories of Personal Information about you that the business sold and the categories of third parties to whom the Personal Information was sold, by category or categories of Personal Information, for each category of third parties to which the Personal Information was sold; and
 - c. the categories of Personal Information that the business disclosed about you for a business purpose.
3. The right, at any time, to direct a business that sells Personal Information about you to third parties not to sell your Personal Information. This right may be referred to as the right to “opt-out.”
4. The right to request that a business delete any of the Personal Information it has collected about you.
5. The right not to have a business discriminate against you because you exercise any of your rights as a consumer under the CCPA and CPRA, including, but not limited to, by:
 - a. denying goods or services to you;
 - b. charging different prices or rates for goods or services, including through the use of discounts or other benefits or imposing penalties;
 - c. providing a different level or quality of goods or services to you; or
 - d. suggesting that you will receive a different price or rate for goods or services or a different level; or quality of goods or services,except that a business may charge you a different price or rate, if that difference is reasonably related to the value provided to the business by your data.

Because PCS has not sold and does not sell Personal Information, as contemplated by the CCPA, and CPRA, you will not need to exercise your right to opt-out as it relates to PCS. PCS only uses Personal Information for the purposes for which it was provided, and we obligate each third party service provider we use to do the same. *However, because we have no control over whether our Customers sell any of your Personal Information, we urge you to read the privacy policies or statements on their respective websites.* See the section, “Exercising Your Rights Under the CCPA and CPRA” for additional information.

As a Service Provider Under the CCPA and CPRA, We Process Personal Information for the Businesses Who Are Our Customers

Under the CCPA and CPRA, you PCS is a service provider to the businesses that are its Customers. We process Personal Information received from or transmitted to us by our Customers through the use of our Services to assist them in servicing their customers (e.g., an individual or a business

wishing to ship a product), to provide support to our Customers in the use of our Services, and to meet our contractual obligations to our Customers as a service provider.

As a service provider under the CCPA and CPRA, PCS is not permitted to retain, use, or disclose Personal Information obtained in the course of providing our Services except:

1. To perform the services specified in the written contract with the business (our Customer) that provided the Personal Information;
2. To retain and employ another service provider as a subcontractor, where the subcontractor meets the requirements for a service provider under the CCPA and CPRA and related regulations;
3. For our internal use to build or improve the quality of our Services, provided that the use does not include building or modifying household or consumer profiles, or cleaning or augmenting data acquired from another source;
4. In accordance with the California Privacy Rights Act (CPRA), PCS acknowledges that employee and business-to-business (B2B) information are included in our privacy practices. The company recognizes the importance of safeguarding this information and has taken measures to protect both employee and B2B personal data. In accordance with applicable privacy laws, PCS is responsible for the handling, processing, and protection of all personal information, including that of our employees and business partners.
5. To detect data security incidents, or protect against fraudulent or illegal activity; or
6. For the following purposes:
 - To comply with federal, state, or local laws.
 - e. To comply with a civil, criminal, or regulatory inquiry, investigation, subpoena, or summons by federal, state, or local authorities.
 - f. To cooperate with law enforcement agencies concerning conduct or activity that the business, service provider, or third party reasonably and in good faith believes may violate federal, state, or local law.
 - g. To exercise or defend legal claims.
 - h. To perform regular risk assessment and regular cybersecurity audit
 - i. Provides transparency around "profiling" and "automated decision making"
 - j. To protect your personal information, restrict "onward transfer."
 - k. Establishes dedicated data protection agency to protect consumers.
 - l. Protects California privacy law from being weakened in legislature.
 - m. The California Privacy Rights Act (CPRA) requires businesses to maintain a record of processing activities (ROPA) as part of their compliance efforts. Even if PCS does not store personal data and is a service provider, it's essential to document data processing activities to demonstrate compliance with privacy regulations.
 - n. CCPA/CPRA gives consumers the right to change their mind and withdraw consent (opt out) when a **Global Privacy Control** (GPC) signal is detected. The GPC was designed to make it easy for individuals to tell businesses, "Do not sell or share my personal

information." PCS is a service provider and does not sell or share any of your personal information with anyone.

- o. A further CPRA amendment provides for penalties if an "email plus" password has been stolen due to negligence.
- p. Appoints chief auditor with power to audit businesses' data practices.

Categories of Personal Information

Where you provide your Personal Information to our Customers for which we act as a service provider, that Personal Information will usually fall into the following categories, as defined in the CCPA and CPRA:

1. identifiers, such as your name, email address, and postal address, and the name, email address, and postal address of the person or company to which you are sending a shipment;
2. commercial information, including credit or debit card information, records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies;
3. internet or other electronic network activity information, including, but not limited to, IP address, device ID, browsing history, search history, and information regarding your interaction with our Site, but the foregoing information will be collected through the use of cookies placed on your web browser or device or other technologies. (You can configure your web browser or device (e.g., a mobile phone) to not permit cookies, but this may disable certain features of our site);
4. geolocation data, but this information will be collected through the use of cookies placed on your web browser or device or other technologies, and/or your IP address. (You can configure your web browser or device (e.g., a mobile phone) to not permit cookies or the collection of geolocation data, but this may disable certain features of our site.); and
5. inferences drawn from any of the Personal Information described above to create a profile about you as a consumer, reflecting your preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.

Exercising Your Rights Under the CCPA and CPRA

If you are a California consumer and wish to exercise your right under the CCPA *and* CPRA to know what Personal Information our Customer has collected from or about you (a "request to know"), or your right to request our Customer to delete Personal Information it has collected from or about you (a "request to delete"), (a "request to correct the information"), ("opt-out of advertisers using precise geolocation"), ("restricted use the personal sensitive information"), please contact our Customer directly. Because PCS is a Service Provider to its Customers, our Customers are responsible for the storage and disclosure to third parties of any of the above categories of Personal Information processed using our Services. Please consult their privacy policies for

information regarding the recipients and purposes of such disclosures. As a business to which you provided Personal Information, our Customers are solely responsible for how it protects and uses your Personal Information you provide to them and for its compliance with the CCPA *and* CPRA and other applicable laws and regulations.

If we receive a “request to know” or a “request to delete” from you, as a California consumer, relating to Personal Information our Customer has collected from or about you, PCS will either act on behalf of our Customer in responding to your request or inform you that we cannot do so because PCS acts as a service provider to our Customer, and that you must contact our Customer. In that case, we will provide you with information relating to our Customer, the business on whose behalf we process your Personal Information.

PCS is not responsible or liable for the obligations of our Customers as businesses under the CCPA and CPRA to which we provide or Services, nor for any other acts or omissions of our Customers, including the security, accuracy, or quality of the Personal Information which may be entered into our Services but stored in our Customers’ systems or those of a third party on behalf of a Customer.

In certain cases, you may provide your Personal Information (e.g., name, email address, contact information) directly to PCS, e.g., by completing a “Contact Us” form or by creating an account to obtain a user ID and password to participate in a one of our online forums, or to receive support for one of our Services on behalf of our Customer, the organization with which you are associated. We will use that information only for the purpose for which it was supplied.

PCS will not discriminate against you in any way because you elect to exercise, or have exercised, any of your rights under the CCPA *and* CPRA.

Please use the contact details below if you would like to access this Privacy Policy in an alternative format, exercise your rights under the CCPA *and* CPRA, or designate an authorized agent to make a request on your behalf. *Note to authorized agents acting on behalf of California consumers:* If you are authorized to exercise rights on behalf of a California consumer and wish to do so as they relate to PCS, please provide us with a copy of the consumer’s written authorization designating you as their agent. PCS will need to verify your identity and place of residence before complying with your request.

Because the regulations applicable to the CCPA and CPRA have not yet been finalized as of the date of this Privacy Policy, we expect to update our Privacy Policy periodically, as needed. Please check this page regularly for the latest information.

In order to exercise your rights under the CCPA, *and* CPRA or if you have any questions, inquiries or complaints regarding our privacy practices or this Privacy Policy, please contact PCS at privacy@pcsynergy.com; Phone: 800-485-6901; or Fax: 760-410-1696.

What Information Do We Collect and How Do We Use It?

Information collected automatically from visitors to our Site, e.g., through the use of cookies, as described below, is not ordinarily acquired in a form or manner that reveals Personal Information.

However, as noted, you may voluntarily choose to supply Personal Information and other data to PCS, including contact information (e.g., your name, address, telephone number, email address and company name). We may use this information to create an account for you, reply to your contact request, fulfill your request for a free trial, enroll you in a regional training event, subscribe you to a newsletter, process billing or to otherwise take action related to the purpose for which you supplied the information. PCS will not disclose your credit card information to any party, except to the extent necessary to complete a transaction initiated by you. (You can always order from PCS without providing credit card information through our Site by calling our Orders department at 800-485-6901, from 9am to 5pm Pacific time, Monday through Friday.)

PCS processes Personal Information contained within our Customers data solely as the Customer directs and controls through the operation of our Services. It generally will not be accessed by PCS except to the extent necessary in connection with addressing technical issues related to our Services, as instructed by the applicable Customer, as necessary to fulfill our contractual obligations to the Customer, or as otherwise required by law.

Information Sharing

PCS will not share with any third party any Personal Information contained within any of our Customers' data except as stated in this Privacy Policy, typically in connection with providing the functionality of our Services to our Customers. (Please also see the section, **Personal Information Contained Within Customer Data**, below.) If we share Personal Information that is not contained within Customer Data with third parties, we will only do so in the ways that are described in this Privacy Policy or if you have provided your consent after notice. We may share Personal Information with our affiliated companies (those we control, or which are under common control with us by a parent entity) to respond to your inquiries, process orders, assist us in providing our Services and their functionality or to help improve our Services. We may also share Personal Information with business partners, service vendors, authorized third party agents or contractors in order to provide our Services and their functionality or a requested transaction, including processing orders, processing credit card transactions, hosting websites, hosting demos, event and seminar registration and providing customer support, or to provide you with information regarding our Services or the services or products of third parties that may be of interest to you and for other legitimate and lawful business purposes of PCS.

We only provide these third parties with the minimum amount of Personal Information necessary for the authorized purpose and such third parties are not permitted to use your Personal Information for any purpose not disclosed or authorized under this Privacy Policy or the privacy policy of the recipient, not essential for use of our Services or for which you have not otherwise

provided your consent. As stated elsewhere, we do not sell anyone's Personal Information to third parties for marketing or any other purposes.

Usage Data

The web servers used to operate our Site and Services collect certain data pertaining to the type of device and equipment and communications methods used to access the Internet and our Site and Services. This data does not readily identify the individual user. It does reveal such things as the Internet protocol (IP) address assigned to your computer, pages accessed on the Site or immediately prior to visiting the Site, and the length of time you spent at the Site. This information is collected, among other things, to facilitate Site operation and system administration, to generate aggregate statistical information, and to improve the performance of the Site. We may combine this automatically collected log information with other information we collect about you or which you provide to us. We do this to improve the Site and our Services and to improve our marketing, analytics, and the functionality of our technology.

PCS may also retain the content of and metadata regarding any correspondence you may have with PCS or its customer service representatives. This information helps PCS improve the Site and our Services, and more effectively and efficiently respond to both current and future inquiries.

Tracking Technologies (e.g., Cookies)

As you navigate the Site and/or use the online elements of our Services, PCS and its various business partners may collect information through the use of commonly-used software information-gathering tools such as "cookies" (small text files stored on your computer), web beacons, or similar software tools or files. Cookies store and retain information that helps us recognize you on subsequent visits to the Site or the online elements of our Services. We use this information to help analyze trends, administer the operation of our Site and online elements of our Services, track users' movements around our Site and online elements of our Services, and track and customize your access to and use of the Site and the online elements of our Services. Cookies may also store any username and the associated password you use to access various areas of our Site where this is required, and as required to access the online elements of our Services. Passwords are stored in encrypted form.

Cookies do not by themselves personally identify you, but they do recognize your Web browser and IP address. When you visit our Site, unless you choose to identify yourself to PCS, either by responding to a promotional offer, opening an account, registering for training, completing a form which requires you to supply contact information, log in to a password-protected portion of our Site or to an online element of our Services using your username and password, you remain anonymous to PCS.

Most popular Internet browsers can be configured to reject cookies and delete those previously accepted. However, this may prevent you from taking full advantage of the Site's content and

may impair or prevent proper operation of the online elements of our Services available. Note that whenever you visit a third party website, including one of the many shipping carriers with which PCS has a business relationship to process information a Customer provides through our Services, it is possible that the operator of that website may place cookies or similar software tools or files on your computer. PCS has no responsibility for the actions of these third parties and advises that you review their applicable privacy policies. In addition, when using our websites, the Policy on [Cookies](#) supplements the Privacy Notification.

Do Not Track

Most popular Internet browsers (e.g., Edge, Firefox, Safari, Chrome) offer a “do not track” feature which, if activated by the user, sends a signal to the website that the user does not want his or her activities on the website to be tracked. As of the date of this Privacy Policy, an industry-wide standard for “do not track” technologies does not exist. Accordingly, PCS cannot guarantee that the technology underlying its Site will recognize or respond to users’ “do not track” signals.

Discussion Forums and Blogs

Our Site offers discussion forums and “Tech Notes” blogs which require a username and password for access. Please be aware that any information you provide in these areas may be read, collected, and used by others who access them. To request removal of your Personal Information or postings from our blogs or discussion forums, please contact us at privacy@pcsynergy.com or as otherwise described in the **Contact PCS** section below. In some cases, we may not be able to remove your Personal Information, in which case we will let you know if we are unable to do so and why. Participation in our blogs and forums is governed by the [PCS Website Terms of Use](#).

Social Media Widgets

Our Site includes “social media features” or “widgets” such as the Facebook, Twitter and Google+ buttons. These features and widgets may collect your IP address, which page or feature you are accessing, and may place a cookie on your device to enable them to function properly. Social Media features and widgets are either hosted by a third party (e.g., Facebook, Twitter, Google, etc.) or hosted directly by PCS. Your interactions with these third parties’ features and widgets and their respective websites are governed by the privacy policies of the companies providing them.

What Choices Do You Have? / Opting Out

We communicate with our Customers regularly via email. We may also communicate by phone to resolve Customer complaints or investigate suspicious transactions. We may use your email address to confirm your opening of an account, to send you notices regarding payments, or to send other notices and disclosures as required by law. Generally, Customers cannot opt out of informational communications relevant to their accounts.

Upon request, PCS will provide you with information about whether we hold or process any of your Personal Information on behalf of a third party, e.g., one of our Customers. In addition, we are interested in maintaining the accuracy, completeness and currency of any of your Personal Information we are holding. To request this information or to request any modifications, please contact us at privacy@pcsynergy.com or as otherwise described in the **Contact PCS** section, below. We will make reasonable efforts to update your Personal Information that you submit. The sender of any communications to PCS is responsible for the content and information contained therein, including its accuracy and truthfulness, and you agree that you will not knowingly provide to PCS any information which is inaccurate or which you do not have the legal right to provide.

Customers and visitors may also ask us at any time to remove their contact information (name and email address) from our list of those who wish to receive email advertisements from PCS and our affiliated companies by simply sending such a request to privacy@pcsynergy.com or as otherwise described in the **Contact PCS** section, below. In addition, you may follow the unsubscribe instructions included in each promotional email. Once you opt out, we will honor your choice until you inform us otherwise. All requests made by Customers or visitors to our Site to update or delete any Personal Information shall be responded to within a reasonable period not to exceed 45 days. Please also see the sections, **Personal Information Contained Within Customer Data** and **California Privacy Rights**, elsewhere in this Privacy Policy.

Notwithstanding anything else in this Privacy Policy, including any opt out instructions we receive from you, we may also disclose Personal Information without notifying you in the following circumstances: (i) in response to subpoenas, court orders or other legal process, or to establish or exercise our legal rights or defend against legal claims; (ii) when we believe it to be necessary in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of our PostalMate Agreement or other agreement with you, and/or to protect our rights and property or those of others with which we do business; (iii) when we sell or otherwise convey the rights to our Services (excluding usage license rights granted to Customers during the normal course of business) as an asset, or in the event of a sale, merger, corporate reorganization or other business consolidation or similar transaction, where user information may be among the transferred assets or disclosed information (in which case you will be notified via email or a prominent notice on our Site of any change in ownership or uses of your Personal Information, as well as any choices you may have regarding your Personal Information); or (iv) when we have your prior consent to do so.

Data Retention

Except to the extent prohibited by law, and subject to this Privacy Policy and the PostalMate Agreement, if you are a Customer, we will retain your Personal Information for as long as your account is active, as needed to provide you the Services, to document our business relationship with you, and as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements. We will retain Personal Information processed for our Customers which use our

Services for as long as is reasonably necessary to provide the Services and meet our contractual obligations to our Customers. If you are a Customer and wish to cancel your account or request that we no longer use your Personal Information to provide you Services, please contact us at privacy@pcsynergy.com and as otherwise provided in your PostalMate Agreement. If you are a visitor to our Site, or have otherwise voluntarily provided your Personal Information to PCS, we will retain your Personal Information for as long as we deem necessary for legitimate business purposes, subject to your contrary instructions provided in the **What Choices Do You Have? / Opting Out** section above. Personal Information no longer retained by PCS will be disposed of or destroyed in a reasonable manner intended to prevent loss, theft, misuse, or unauthorized access.

Personal Information Contained Within Customer Data

The Customer Data which PCS's Customers may transmit, store or process using our Services may contain the Personal Information of individuals with whom PCS has no direct relationship. All such Customer Data is under the control of the applicable PCS Customer and the Customer is ultimately responsible to the individuals whose Personal Information it collects, uses, transmits, stores or processes, with or without using our Services. As mentioned, Customer Data typically consists of shipment information, such as the name, address and other contact information of the sender and recipient of the shipment. As mentioned, PCS may process, store or transmit Customer Data in its capacity as a service provider to its Customers.

If you are a customer of one of our Customers or other individual who seeks access to, or who seeks to correct, amend, or delete inaccurate Personal Information pertaining to you which you believe is or has been processed by PCS for one of our Customers, you should direct your inquiry to the applicable PCS Customer, i.e., the party with which you have a direct relationship. If our Customer requests PCS to take such action, we will respond to their request promptly. Please note, however, that neither PCS nor our Customer can guarantee that any of your Personal Information will be deleted from the records of any third party, e.g., a shipping company such as UPS, FedEx, or any other party. The handling of your Personal Information by such third parties shall be governed by their respective privacy policies and practices.

How Do We Protect Your Information?

PCS recognizes that protecting the corporate and Personal Information entrusted to us by our Customers is essential to maintaining that trust. For this reason, we provide three layers of security for Customer Data and Personal Information: physical, application, and network. The physical layer is protected by need-to-know authorization provided only to the appropriate operations individuals. The network layer is protected by industry-leading firewall technology and administered real-time to provide timely security patching. This layer is also monitored by intrusion-detection systems designed to detect unauthorized access. These safeguards are intended to protect and to ensure, to the extent possible, the proper and legal use of Customer

Data, Personal Information, our Site and our Services. However, no data security system is impenetrable, and PCS cannot and does not guarantee that information stored or processed using our Services will be 100% secure. That said, we use the hosting services of Microsoft Azure for the robust data security protections this service provides. See <https://azure.microsoft.com/en-us/product-categories/security/> and other data security information made available by Microsoft.

Linked Sites

For your convenience, some hyperlinks may be posted on the Site that link to other websites not under the control of PCS. We are not responsible for these other websites and this Privacy Policy does not apply to the privacy practices of those sites. In addition, when you initiate a transaction or otherwise interact with a website that our Site links to, even if you reached that site through our Site, the information you submit to complete that transaction becomes subject to the privacy practices of the owner of that linked site. You should read their privacy policies to understand how they use and protect personal information and other data that they collect. PCS is not responsible for the privacy, security or other information practices or any acts or omissions of its suppliers or any third parties or their websites.

Contact PCS

In order to exercise your rights, or if you have any questions, inquiries or complaints regarding our privacy practices or this Privacy Policy, please contact PCS at privacy@pcsynergy.com; Phone: 800-485-6901; or Fax: 760-410-1696.

Changes to this Privacy Policy

From time to time, but at least every twelve months, PCS may change this Privacy Policy because of changes in applicable legal or regulatory requirements, the business or business practices of PCS or other reasons. If we make material changes to this Privacy Policy, we will post a prominent notice on our Site prior to the change becoming effective. We encourage you to periodically review this page for the latest information on PCS's privacy practices. Your continued use of our Site or our Services following the effective date of a revised Privacy Policy will mean that you accept those changes.

END.