

## **Introduction**

GGS Information Services, (collectively identified as "GGS," "GGSIS," "we," "us," or "our"), is committed to protecting the privacy of any information you chose to provide us through this Website. This policy describes the types of information we may collect from you or that you may provide when you visit our Website and our practices for collecting, using, maintaining, protecting, and disclosing that information. This policy applies to information we collect:

- On our Website.
- In email, text, and other electronic messages between you and this Website.
- Through mobile and desktop applications you download from this Website, which provide dedicated non-browser-based interaction between you and this Website.

It does not apply to information collected by:

- Us offline or through any other means, including on any other Website operated by GGS or any third party (including our affiliates and subsidiaries); or
- Any third party (including our affiliates and subsidiaries), including through any application or content, including advertising, that may link to or be accessible from or on our Website.

Please read this policy carefully to understand our policies and practices regarding your information and how we will treat it. If you do not agree with our policies and practices, your choice is not to use our Website. By accessing or using this Website, you agree to this privacy policy. This policy may change from time to time. Your continued use of this Website after we make changes is deemed to be acceptance of those changes, so please check the policy periodically for updates. If you have any questions or comments regarding this information, please contact GGS at [webmaster@ggsinc.com](mailto:webmaster@ggsinc.com).

## **Children Under the Age of 13**

Our Website is not intended for children under 13 years of age. No one under age 13 may provide any personal information to or on the Website. We do not knowingly collect personal information from children under 13. If you are under 13, do not use or provide any information on this Website or on or through any of its features, register on the Website, make any purchases through the Website, use any of the interactive or comment features of this Website, or provide any information about yourself to us, including your name, address, telephone number, email address, or any screen name or user name you may use. If we learn we have collected or received personal information from a child under 13 without verification of parental consent, we will delete that information. If you believe we might have any information from or about a child under 13, please contact us at [webmaster@ggsinc.com](mailto:webmaster@ggsinc.com).

## **The Collection of Personal Information**

You do not need to provide any information that identifies you to use this Website. In general, you may visit this Website without telling us who you are or revealing any information about you. However, you may be asked to provide some personal information in certain areas of our site. We may collect several types of information from and about users of our Website, including information:

- by which you may be personally identified, such as name, postal address, email address, or telephone number (“personal information”);
- that is about you but individually does not identify you; and/or
- about your internet connection, the equipment you use to access our Website, and usage details.

This information may be required for general requests, such as:

- **Applicant Information:** If you apply for possible employment, we request that you provide your contact information, including name, postal address, email address, and phone number. We also may request certain other information which we consider to be pertinent.
- **General Information:** If you request information about GGS and/or any of the services we offer through our Website, you may be asked to provide some personal information, such as your name and email address.
- **Comments/Questions:** If you choose to email or submit a comment or question to us, you may be asked to provide some personal information, including your name and email address.

We collect this information:

- Directly from you when you provide it to us.
- Automatically as you navigate through the site. Information collected automatically may include usage details, IP addresses, and information collected through cookies and other tracking technologies.

### **Information You Provide to Us**

The information we collect on or through our Website may include:

- Information that you provide by filling in forms on our Website. This includes information provided at the time of registering to use our Website, subscribing to our service, posting material, or requesting further services or information. We may also ask you for information when you report a problem with our Website.
- Records and copies of your correspondence, including email addresses, if you contact us.
- Your responses to surveys that we might ask you to complete for research purposes.

- Details of transactions you carry out through our Website and of the fulfillment of your orders. You may be required to provide financial information before placing an order through our Website.
- Your search queries on the Website.

You also may provide information to be published or displayed (hereinafter, "posted") on public areas of the Website, or transmitted to other users of the Website or third parties (collectively, "User Contributions"). Your User Contributions are posted on and transmitted to others at your own risk. Although we may limit access to certain pages, please be aware that no security measures are perfect or impenetrable. Additionally, we cannot control the actions of other users of the Website with whom you may choose to share your User Contributions. Therefore, we cannot and do not guarantee that your User Contributions will not be viewed by unauthorized persons.

### **Usage Details, IP Addresses, Cookies and Other Technologies**

GGG monitors use of its Website on an on-going basis for statistical and other system administrative purposes. As you navigate through and interact with our Website, we may automatically collect certain information about your equipment, browsing actions, and patterns, including:

- Details of your visits to our Website, including traffic data, location data, logs and other communication data, and the resources that you access and use on the Website.
- Information about your computer and internet connection, including your IP address, operating system, and browser type.

The information we collect automatically is statistical data and does not identify any individual. It helps us to improve our Website and to deliver a better and more personalized service by enabling us to:

- Estimate our audience size and usage patterns.
- Store information about your preferences, allowing us to customize our Website according to your individual interests.
- Speed up your searches.
- Recognize you when you return to our Website.

The technologies we use for this automatic data collection may include:

- **Cookies (or Browser Cookies):** A cookie is a small file placed on the hard drive of your computer. You may refuse to accept browser cookies by activating the appropriate setting on your browser. However, if you select this setting you may be unable to access certain parts of

our Website. Unless you have adjusted your browser setting to refuse cookies, our system may issue cookies when you direct your browser to our Website.

- **Flash Cookies:** Certain features of our Website may use local stored objects (or Flash Cookies) to collect and store information about your preferences and navigation to, from, and on our Website.
- **Web Beacons:** Pages of our Website and our emails may contain small electronic files known as Web Beacons (also referred to as clear gifs, pixel tags, and single-pixel gifs) that permit GGS, for example, to count users who have visited those pages or opened an email and are used for other related Website statistics.

We do not collect personal information automatically, but we may tie this information to personal information about you that we collect from other sources or you provide to us. The identity of the visitor and the fact that the visitor has, in fact, accessed this Website is not kept confidential and the identity of the visitor to this Website is deemed information within the public domain. GGS reserves the right to share information as to the identity of the visitor, the time of access of this Website, URL ("Universal Resource Locator"), and IP ("Internet Protocol") address with all third parties, including but not limited to:

- Federal, state, and local law enforcement agencies.
- Third party providers who assist in the creation, hosting, or management of this Website.
- Companies working in concert with GGS in its on-going marketing, sales, or promotion efforts.
- GGS' vendors and present and prospective customers.

### **Third-party Advertiser Use of Cookies and Other Tracking Technologies**

Some advertisements on the Website are served by third-party advertisers, ad networks, and ad servers. These third parties may use cookies alone or in conjunction with web beacons or other tracking technologies to collect information about our users. This may include information about users' behavior on this and other websites to serve them interested-based (behavioral) advertising. We do not control these third parties' tracking technologies or how they may be used. If you have any questions about an advertisement, you should contact the responsible advertiser directly.

### **Use of Personal Information**

GGS may use any personal information provided by you, and you consent to this in accordance with this policy. GGS may use personal information for three reasons:

- **Response:** We may use information to process applications and to respond to your questions, comments, and requests for information.
- **Reply:** We may use this information to send you information on products, news, and services in which you may express an interest.
- **Statistical:** GGS may use personal information as part of its on-going marketing and analysis efforts in evaluating and improving our products, services, and Website content, so that we may further develop and promote additional services of interest to our customers and potential clients.

We may also use information that we collect about you or that you provide to us, including any personal information:

- To present our Website and its contents to you.
- To provide you with information, products, or services that you request from us.
- To fulfill any other purpose for which you provide it.
- To provide you with notices and information about your account.
- To carry out our obligations and enforce our rights arising from any contracts entered into between you and GGS, including for billing and collection.
- To notify you of changes to our Website or any products or services we offer or provide through it.
- To allow you to participate in interactive features on our Website.
- In any other way we may describe when you provide the information.
- For any other purpose with your consent.

We may also use your information to contact you about our own and third-parties' goods and services that may be of interest to you. If you do not want us to use your information in this way, please adjust your user preferences in your account profile.

We may use the information we have collected from you to enable us to display advertisements to our advertisers' target audiences. Even though we do not disclose your personal information for these purposes without your consent, if you click on or otherwise interact with an advertisement, the advertiser may assume that you meet its target criteria.

### **Disclosure of Your Information**

We may disclose aggregated information about our users, and information that does not identify any individual, without restriction. We may disclose personal information that we collect or you provide as described in this privacy policy:

- To our subsidiaries and affiliates.
- To contractors, service providers, and other third parties we use to support our business and who are bound by contractual obligations to keep personal information confidential and use it only for the purposes for which we disclose it to them.
- To a buyer or other successor in the event of a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of our assets, whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding, in which personal information held by GGS about our Website users is among the assets transferred.
- To third parties to market their products or services to you if you have not opted out of these disclosures. We contractually require these third parties to keep personal information confidential and use it only for the purposes for which we disclose it to them.
- To fulfill the purpose for which you provide it.
- For any other purpose disclosed by us when you provide the information.
- With your consent.

We may also disclose your personal information:

- To comply with any court order, law, or legal process, including to respond to any government or regulatory request.
- To enforce or apply our terms of use and other agreements, including for billing and collection purposes.
- If we believe disclosure is necessary or appropriate to protect the rights, property, or safety of GGS, our customers, or others. This includes exchanging information with other companies and organizations for the purposes of fraud protection and credit risk reduction.

### **Choices About How We Use and Disclose Your Information**

We strive to provide you with choices regarding the personal information you provide to us. We have created mechanisms to provide you with the following control over your information:

- **Tracking Technologies and Advertising:** You can set your browser to refuse all or some browser cookies, or to alert you when cookies are being sent. To learn how you can manage your Flash cookie settings, visit the Flash player settings page on Adobe's Website. If you disable or refuse cookies, please note that some parts of this site may then be inaccessible or not function properly.
- **Disclosure of Your Information for Third-Party Advertising:** If you do not want us to share your personal information with unaffiliated or non-agent third parties for promotional

purposes, you can opt-out by checking the relevant box located on the form on which we collect your data. You can also always opt-out by logging into the Website and adjusting your user preferences or by sending us an email stating your request to [webmaster@ggsinc.com](mailto:webmaster@ggsinc.com).

- **Promotional Offers from the Company:** If you do not wish to have your contact information used by the Company to promote our own or third parties' products or services, you can opt-out by checking the relevant box located on the form on which we collect your data or at any other time by logging into the Website and adjusting your user preferences in your account profile or by sending us an email stating your request to [webmaster@ggsinc.com](mailto:webmaster@ggsinc.com). If we have sent you a promotional email, you may send us a return email asking to be omitted from future email distributions. This opt out does not apply to information provided to the Company as a result of a product purchase, warranty registration, product service experience, or other transactions.
- **Targeted Advertising:** If you do not want us to use information that we collect or that you provide to us to deliver advertisements according to our advertisers' target-audience preferences, you can opt-out by checking the relevant box located on the form on which we collect your data. You can also always adjust your user advertising preferences in your account profile by checking or unchecking the relevant boxes or by sending us an e-mail stating your request to [webmaster@ggsinc.com](mailto:webmaster@ggsinc.com).  
  
We do not control third parties' collection or use of your information to serve interest-based advertising. However these third parties may provide you with ways to choose not to have your information collected or used in this way. You can opt out of receiving targeted ads from members of the Network Advertising Initiative ("NAI") on the NAI's Website.

### **Accessing and Correcting Your Information**

As a user of this website, you have a right to know about any personal information GGS has about you. You may also exercise your right to amend, correct, or remove this information if you deem it to be incorrect. If you prefer to exercise this right, please notify the Webmaster via email at [webmaster@ggsinc.com](mailto:webmaster@ggsinc.com). GGS will make every reasonable effort to give you access to your information and for you to correct any inaccuracies of fact that you may identify. We may not accommodate a request to change information if we believe the change would violate any law or legal requirement or cause the information to be incorrect.

If you delete your User Contributions from the Website, copies of your User Contributions may remain viewable in cached and archived pages, or might have been copied or stored by other Website users.

Proper access and use of information provided on the Website, including User Contributions, is governed by our Terms of Use.

### **Your California Privacy Rights**

California Civil Code Section § 1798.83 permits users of our Website that are California residents to request certain information regarding our disclosure of personal information to third parties for their direct marketing purposes. To make such a request, please send an email to [webmaster@ggsinc.com](mailto:webmaster@ggsinc.com).

### **The Protection of Your Personal Information**

GGG Information Services has implemented measures designed to secure your personal information from accidental loss and from unauthorized access, use, alteration, and disclosure, including use and access by our employees or those individuals or firms under contract to provide Website-related work. We will take every reasonable measure to protect personal information through the use of network firewalls and other website-related hardware and software. However, the safety and security of your information also depends on you. Where we have given you (or where you have chosen) a password for access to certain parts of our Website, you are responsible for keeping this password confidential. We ask you not to share your password with anyone. Unfortunately, the transmission of information via the internet is not completely secure. Although we do our best to protect your personal information, we cannot guarantee the security of your personal information transmitted to our Website. Any transmission of personal information is at your own risk. As such, GGS is not responsible and cannot be held liable for circumvention of any privacy settings or security measures contained on the Website, any unauthorized interception of or access to personal information, or any use or misuse of the information resulting in the same.

### **Collection of Non-Personal Information**

Our website may also collect certain non-personal information from time to time.

### **Changes to Our Privacy Policy**

It is our policy to post any changes we make to our privacy policy on this page. Should GGS make any future changes to this privacy policy, those changes will be posted at this location on the website, so that you will know what information may be gathered, how that information may be used, and to whom it may be disclosed. You are responsible for periodically visiting our website and reviewing this privacy policy to check for any changes.



**Your Consent and Right to Nondisclosure**

By using the website of GGS Information Services, you signify your consent to the terms of this privacy policy. We ask that, if you do not agree with these terms, you do not disclose any personal information through this site.

**Contact Information**

Should you have comments or questions regarding this privacy policy and our privacy practices, you may contact us at the address below:

ATTN: Webmaster

GGS Information Services

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