

## PRIVACY POLICY

### 1. Introduction.

- (a) **Website Owner. Reproduction Specialty Group, Inc.** “RSGI” is the owner of this website <https://reprospecialty.com/> (the “Website”). This online privacy notice discloses RSGI’s information practices for this Website, including what type of personal identifiable information is requested in order to make a purchase, how the information is used, and with whom the information is shared.
- (b) **Website Visits.** In general, you can visit the Website without disclosing any personal information.
- (c) **Website Transactions.** At times, RSGI will need personal information to process an order or provide a subscription, RSGI may need to know a user’s name, mailing address, e-mail address and credit card details.

### 2. Personal Information That May Be Collected.

- (a) **Identifying Information.** In order to make a purchase, RSGI will request a user to provide certain personal identifying information, which may include: name, postal address, e-mail address, telephone number, facsimile number, method of payment, and, if applicable, credit card number. RSGI may request additional information necessary to establish and maintain a user’s account.
- (b) **Service Quality Monitoring.** Some Website transactions may require a user to telephone RSGI, or RSGI to call the a user. RSGI will not contact you by telephone without your prior consent, except to confirm an order placed online and/or to inform a a user of the status of such order. Users should be aware that it is RSGI’s practice to monitor, and in some cases record such calls for staff training or quality assurance purposes.
- (c) **Information from Children.** RSGI does not sell products or services for purchase by children and will not collect or post information from a person under the age of 18 without the involvement of a parent or guardian.
- (d) **Lost or Stolen Information.** If a user’s information is lost or stolen, the user should promptly notify RSGI in order to enable RSGI to cancel the lost or stolen information and to update its records with a changed password.
- (e) **Links to Other Web Sites.** An RSGI Website may contain links to other websites. RSGI is not responsible for the privacy practices or the content of those other websites.

### 3. Uses Made of the Information.

- (a) **Limited Uses Identified.** Without user’s prior consent, RSGI will not use your personal identifiable information for any purpose other than that for which it is submitted. RSGI uses personal identifiable information to reply to inquiries, handle complaints, provide operational notices and in program record-keeping. RSGI also processes billing and business requests related to RSGI Website participation.

- (b) **Stored Information Uses.** RSGI stores and retains user information. This information is used to compile a user's purchase history in order to enable RSGI to recommend products, services, or special offers that would be of interest to a user.
  - (c) **Online Advertising.** Some companies that help RSGI deliver interactive on-line advertising, such as banner ads, may collect and use information about RSGI's users to help RSGI better understand the types of advertising or promotions that are most appealing to RSGI's users. After it is collected the information is aggregated so it is not identifiable to a specific individual. If, however, a user would prefer that these companies not collect such information, please mark an "x" on the opt-out option box herein provided.
4. **Disclosure of the Information.** Under certain circumstances, personal information may be subject to disclosure pursuant to a judicial or other government subpoenas, warrants or orders.
5. **Use of Computer Tracking Technologies.**
- (a) **No Tracking of Personal Information.** RSGI's Website(s) are not set up to track, collect or distribute personal information not entered by visitors. Through website access logs RSGI does collect clickstream data and HTTP protocol elements, which generate certain kinds of non-identifying site usage data, such as the number of hits and visits to our sites. This information is used for internal purposes by technical support staff for research and development, user analysis and business decision making, all of which provides better services to the public. The statistics garnered, which contain no personal information and cannot be used to gather such information, may also be provided to third parties.
  - (b) **Use of Cookies.** RSGI, or its third-party vendors, collects non-identifiable and personal information through the use of various technologies, including "cookies". A cookie is an alphanumeric identifier that a website can transfer to a user's hard drive through a user's browser. The cookie is then stored on a user's computer as an anonymous tag that identifies the user's computer, but not the user. Cookies may be sent by RSGI or its third party vendors. Users can set their browsers to notify the user before a cookie is received, giving an opportunity to decide whether to accept the cookie. Users may also set their browsers to turn off cookies; however, some websites may not then work properly.
  - (c) **Use of Web Beacon Technologies.** RSGI may also use Web beacon or other technologies to provide better customer service. If these technologies are in use, when a visitor accesses these pages of the Websites, a non-identifiable notice of that visit is generated which may be processed by RSGI or by its suppliers. Web beacons usually work in conjunction with cookies. If any user does not want cookie information to be associated with the user's visits to these pages, the user can set its browser to turn off cookies; however, Web beacon and other technologies will still detect visits to these pages, but the notices they generate cannot be associated with other non-identifiable cookie information and are disregarded.

- (d) **Collection of Non-Identifiable Information.** RSGI may collect non-identifiable information from user visits to the RSGI Website(s) in order to provide better customer service. Examples of such collecting include: traffic analysis, such as tracking of the domains from which users visit, or tracking numbers of visitors; measuring visitor activity on RSGI Website(s); website and system administration; user analysis; and business decision making. Such information is sometimes known as "clickstream data." RSGI or its contractors may use this data to analyze trends and statistics.
- (e) **Collection of Personal Information.** RSGI collects personal identifying information from users during a transaction. RSGI may extract some personally identifying information about that transaction in a non-identifiable format and combine it with other non-identifiable information, such as clickstream data. This information is used and analyzed only at an aggregate level (not at an individual level) to help RSGI understand trends and patterns. This information is not reviewed at an individual level.

## 6. Information Security.

- (a) **Commitment to Online Security.** RSGI employs physical, electronic and managerial procedures to safeguard the security and integrity of personal information. Billing and payment data is encrypted whenever transmitted or received online. Personal information is accessible only by staff designated to handle online requests or complaints.
- (b) **No Liability for Acts of Third Parties.** RSGI will exercise all reasonable efforts to safeguard the confidentiality of personal information. However, transmissions protected by industry standard security technology and implemented by human beings cannot be made absolutely secure. Consequently, RSGI shall not be liable for unauthorized disclosure of personal information due to no fault of RSGI including, but not limited to, errors in transmission and unauthorized acts of RSGI's agents or third-parties.

## 7. Privacy Policy Changes and Opt-Out Rights.

- (a) **Changes to Privacy Policy.** RSGI reserves the right to change or update its privacy policy statement at any time. Your continued use of the site constitutes consent to any changes or updates.
- (b) **Opt-Out Right.** Users have the right at any time to cease permitting personal information to be collected, used or disclosed by RSGI and/or by any third parties with whom RSGI has shared and/or transferred such personal information.

## 8. Access Rights to Data.

- (a) **Information Maintained by RSGI.** Upon a user's request, RSGI will provide a reasonable description of the user's personally identifiable information that RSGI maintains in its data bank. RSGI can be contacted by e-mail at [reprospecialtyinfo@gmail.com](mailto:reprospecialtyinfo@gmail.com).
- (b) **Corrections and Changes to Personal Information.** Help RSGI to keep personal information accurate. If a user's personal information changes, or if a user notes an

error upon review of user information that RSGI has on file, please promptly e-mail RSGI and provide the new or correct information.

**9. Accountability.**

- (a) **Questions, Problems and Complaints.** If you have a question about this policy statement, or a complaint about RSGI compliance with this privacy policy, you may contact us by email at [reprospecialtyinfo@gmail.com](mailto:reprospecialtyinfo@gmail.com).
- (b) **Terms of Use.** Any dispute over privacy between a user and RSGI is subject to the provisions of this notice and to RSGI's Terms of Use is hereby incorporated herein and which can be read at [reprospecialtyinfo@gmail.com](mailto:reprospecialtyinfo@gmail.com).