



## DHC Privacy Statement

### Introduction

Douglas Hileman Consulting LLC (also referred to below as "DHC," "we," "us," and "our") has a strong commitment to privacy on the Internet. We want our Website ("this site") to be useful and informative to you and to provide a means for you to obtain information about DHC and the ways in which we can help you. You may thus have the opportunity to provide personal information through this site. Once you choose to provide DHC with your personal information (any information by which you can be individually identified), DHC will endeavor to make sure it is only used in connection with your business relationship with us. However, by submitting personal information on this site, you indicate your consent to DHC (including via this Website) and use of your personal information as described within the scope of this Privacy Statement.

This Privacy Statement (together with our Website Terms of Use and any additional data privacy notices on our Website or targeted emails) sets forth DHC's privacy policy for this Website and describes the procedures we follow to respect the privacy of visitors to this site and their information. By using this Website, you agree to the use of such information as set forth in this Statement and the Terms of Use. Any changes we may make to this Privacy Statement in the future will be posted on this page. Should you have any questions regarding this Privacy Statement, feel free to contact us.

### Use of Information

When you provide your personal information to DHC via this Website, DHC ordinarily uses such information to better understand your needs and provide you with better services. Except as set forth below, DHC will use your personal information only to contact you in regards to the specific purpose for which you submitted that information. For example, we may contact you in response to your inquiry to provide information about our company, our services, or about opportunities with DHC. In the future, as we add features to our site, you may have the opportunity to provide information to register for certain areas of the site or to participate in various online initiatives. In each instance, DHC will use your information only for the purpose for which you provided it.

### Disclosure of Information

DHC will not sell, rent or lease your personal information to others. We will not collect or compile your personally identifying information for third parties for their unsolicited marketing activities or for consumer marketing initiatives. Your name may be added to our own marketing list and you may receive occasional newsletters from DHC. You may opt out at any time.

Unless we have specifically informed you, obtained your consent, or are permitted or required to do so by the laws of the jurisdictions in which we operate, we will only share the personal information you provide to us with our affiliates, business partners or third-party service providers who are acting on our behalf, and then only for the uses described in this policy. DHC will attempt to take appropriate steps to ensure that our affiliates, business partners and service providers adequately protect the confidentiality and security of your personal information.

There may be circumstances in which DHC may be legally compelled to disclose your personal information. These circumstances may include, among others, situations in which disclosure is required by laws applicable to DHC, through a subpoena, search warrant, court order or other legal process, or necessary for matters of safety and security. In such cases, DHC will make a good faith effort to provide only information that is the subject of the official order or request.

### Update and Retention of Information



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DHC does not retain all of the personal information that we receive. The personal information you provide will be kept as long as the information is required by DHC to satisfy legitimate business purposes or until you request that we delete it, unless such personal information is required to be retained in order to comply with legal requirements. DHC will take reasonable steps to rectify, make anonymous or delete personal data that is inaccurate or incomplete, or which is no longer required to be retained by DHC.

Depending on the laws of your country of residence, you may have the right to view, update or correct personal information submitted to DHC, or to receive notification of changes in the use of your information. When personal information is retained, DHC undertakes to make reasonable efforts to maintain the accuracy of the personal information as submitted and verified by you. However, DHC does not assume responsibility for verifying the information you submit. When practicable and possible, if DHC is informed that any personal information that we have collected about you is no longer accurate, DHC will make appropriate corrections based on the updated information provided.

## Security

DHC is committed to ensuring the security of your personal information submitted through this Website. DHC has technological and operational security functions in place to protect personal information from loss, unauthorized access, misuse, alteration, disclosure or destruction, to maintain data accuracy, and to ensure the appropriate use of information. Only authorized DHC personnel and their affiliates, business partners or third-party service providers will have access to personal information. Such personnel have agreed to maintain the confidentiality of such information.

We would like to inform you that the servers hosting our Website are located in the United States. If you submit personal information from outside of the United States, your information will be transferred to our servers in the United States, a country which may not ensure the same level of personal information security as your local place of residence.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will take steps to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use procedures and security features to try to prevent unauthorized access.