Roller Reprographic Services, Inc. Privacy Notice

This privacy notice discloses the privacy practices for www.rollerreprographics.com, www.rollerplanroom.com, and www.rollersafetygear.com. This privacy notice applies solely to information collected by this web site. It will notify you of the following:

- 1. Your information is collected for the purpose of placing an order and/or you needing to send a message to contact us directly.
- 2. Your information is stored within an internal department of our business purely for contact and registration/ shipping purposes.
- 3. We do not use cookies and we do not share your information with other organizations. Our shopping cart access collects credit card information but is secured and expunged when transaction is complete. We use encryption to disguise your credit card information so that it does not appear further than your immediate transaction. On the registration portion of www.rollerplanroom.com your contact information is held within your login account and will reappear each time you login. However, your credit card data is expunged after each order. Orders placed on www.rollersafetygear.com are a one-time access (non-account) procedure and all information is expunged from website after your visit.
- 4. If you feel your data is incorrect or at risk, you may telephone us and we will discard your entry.

Information Collection, Use, and Sharing

We are the sole owners of the information collected on this site. We only have access to/collect 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 will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e.g. to ship an order.

Unless you ask us not to, we may contact you via email in the future to tell you about specials, 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 **prints@rollerreprographics.com** or 330-549-0377:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

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 (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable

information are kept in a secure environment.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at <u>330-549-0377</u>.

On www.rollerplanroom.com:

In order to use this website as a means of placing an order, a user must first complete the registration form. During registration a user is required to give certain information (such as name and email address). This information is used to contact you about the products/services on our site in which you have expressed interest.

On www.rollersafetygear.com and www.rollerplanroom.com

We request information from you on our order form. To buy from us, you must provide contact information (like name and shipping address) and financial information (like credit card number, expiration date). This information is used for billing purposes and to fill your orders. If we have trouble processing an order, we'll use this information to contact you.

This web site contains links to all 3 websites of our company: www.rollerreprographics.com, www.rollerplanroom.com, www.rollersafetygear.com

These sites are accessible from one to another, but your information does not transfer between them. Nor is your information shared with outside companies/ sites.