



## **Privacy Policy**

Protecting your private information is our priority. This Statement of Privacy applies to the Single Automated Business Exchange for Reporting Institute and governs data collection and usage. For the purposes of this Privacy Policy, unless otherwise noted, all references to Single Automated Business Exchange for Reporting Institute include SABER and the SABER Institute. The SABER Institute website is a news and information site. By using the SABER Institute website, you consent to the data practices described in this statement.

### **Collection of your Personal Information**

To better provide you with products and services offered, SABER Institute may collect personally identifiable information, such as your:

- First and Last Name
- E-mail Address
- Phone Number
- Employer

Please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through SABER Institute's public message boards, this information may be collected and used by others.

We do not collect any personal information about you unless you voluntarily provide it to us. However, you may be required to provide certain personal information to us when you elect to use certain products or services. These may include: (a) registering for an account; (b) entering a sweepstakes or contest sponsored by us or one of our partners; (c) signing up for special offers from selected third parties; (d) sending us an email message; (e) submitting your credit card or other payment information when ordering and purchasing products and services. To wit, we will use your information for, but not limited to, communicating with you in relation to services and/or products you have requested from us. We also may gather additional personal or non-personal information in the future.

### **Use of your Personal Information**

SABER Institute collects and uses your personal information to operate and deliver the services you have requested.

SABER Institute may also use your personally identifiable information to inform you of other products or services available from SABER Institute and its affiliates.

### **Sharing Information with Third Parties**

SABER Institute does not sell, rent or lease its customer lists to third parties.



SABER Institute may share data with trusted partners to help perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to SABER Institute, and they are required to maintain the confidentiality of your information.

SABER Institute may disclose your personal information, without notice, if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on SABER Institute or the site; (b) protect and defend the rights or property of SABER Institute; and/or (c) act under exigent circumstances to protect the personal safety of users of SABER Institute, or the public.

### **Automatically Collected Information**

Information about your computer hardware and software may be automatically collected by SABER Institute. This information can include: your IP address, browser type, domain names, access times and referring website addresses. This information is used for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the SABER Institute website.

### **Security of your Personal Information**

SABER Institute secures your personal information from unauthorized access, use, or disclosure. SABER Institute uses the following methods for this purpose:

- SSL (Secure Sockets Layer)
- TLS (Transport Layer Security)

When personal information (such as a credit card number) is transmitted to other websites, it is protected through the use of encryption, such as the above protocols.

We strive to take appropriate security measures to protect against unauthorized access to or alteration of your personal information. Unfortunately, no data transmission over the Internet or any wireless network can be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, you acknowledge that: (a) there are security and privacy limitations inherent to the Internet which are beyond our control; and (b) security, integrity, and privacy of any and all information and data exchanged between you and us through this Site cannot be guaranteed.

### **Right to Deletion**

Subject to certain exceptions set out below, on receipt of a verifiable request from you, we will:

- Delete your personal information from our records; and
- Direct any service providers to delete your personal information from their records.



Please note that we may not be able to comply with requests to delete your personal information if it is necessary to:

- Complete the transaction for which the personal information was collected, fulfill the terms of a written warranty or product recall conducted in accordance with federal law, provide a good or service requested by you, or reasonably anticipated within the context of our ongoing business relationship with you, or otherwise perform a contract between you and us;
- Detect security incidents, protect against malicious, deceptive, fraudulent, or illegal activity; or prosecute those responsible for that activity;
- Debug to identify and repair errors that impair existing intended functionality;
- Exercise free speech, ensure the right of another consumer to exercise his or her right of free speech, or exercise another right provided for by law;
- Comply with the California Electronic Communications Privacy Act;
- Engage in public or peer-reviewed scientific, historical, or statistical research in the public interest that adheres to all other applicable ethics and privacy laws, when our deletion of the information is likely to render impossible or seriously impair the achievement of such research, provided we have obtained your informed consent;
- Enable solely internal uses that are reasonably aligned with your expectations based on your relationship with us;
- Comply with an existing legal obligation; or
- Otherwise use your personal information, internally, in a lawful manner that is compatible with the context in which you provided the information.

### **Children Under Thirteen**

SABER Institute does not knowingly collect personally identifiable information from children under the age of thirteen. If you are under the age of thirteen, you must ask your parent or guardian for permission to use this website.

### **E-mail Communications**

From time to time, SABER Institute may contact you via email for the purpose of providing announcements, promotional offers, alerts, confirmations, surveys, and/or other general communication. In order to improve our Services, we may receive a notification when you open an email from SABER Institute or click on a link therein.

If you would like to stop receiving marketing or promotional communications via email from SABER Institute, you may opt out of such communications by clicking the unsubscribe link at the bottom of the email.

### **External Data Storage Sites**

We may store your data on servers provided by third party hosting vendors with whom we have contracted.



## **Changes to this Statement**

SABER Institute reserves the right to change this Privacy Policy from time to time. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address specified in your account, by placing a prominent notice on our website, and/or by updating any privacy information. Your continued use of the website and/or Services available after such modifications will constitute your: (a) acknowledgment of the modified Privacy Policy; and (b) agreement to abide and be bound by that Policy.

## **Contact Information**

SABER Institute welcomes your questions or comments regarding this Statement of Privacy. If you believe that SABER Institute has not adhered to this Statement, please contact SABER Institute at:

Single Automated Business Exchange for Reporting Institute  
5021 Del Ray Avenue, Bethesda, Maryland 20814

Email Address: [jim@SABERspace.org](mailto:jim@SABERspace.org)

Telephone number: 3014674242

Effective as of 1/1/2020