



1201 Swift Ave North Kansas City, MO 64116

P: 816.842.2200 F: 816.842.2260 E: admin@ccsmo.com

# Converged Communications, LLC

## Privacy Policy

### Our Commitment To Privacy

Your privacy is important to us. To better protect your privacy we provide this notice explaining our privacy information practices and the choices you can make about the way your information is collected and used. By visiting this signing this form you are accepting the terms of this Privacy Policy.

### Types of Information Collected

We retain two types of information: "*Company and Personal Data*:" This is data that identifies you or can be used to identify or contact you and may include your name, company, address, email address, user IP addresses in circumstances where they have not been deleted, clipped or anonymised, telephone number, and other relevant company and personal. Such information is only collected from you if you voluntarily submit it to us. "*Non-Personal Data*:" Like most websites, we gather statistical and other analytical information collected on an aggregate basis of all visitors to our website. This Non-Personal Data comprises information that cannot be used to identify or contact you, such as demographic information regarding, for example, user IP addresses where they have been clipped or anonymised, browser types and other anonymous statistical data involving the use of our website.

### Purposes For Which We Hold Your Information

*Non-Personal Data* : We use the Non-Personal Data gathered from visitors to our website in an aggregate form to get a better understanding of where our visitors come from and to help us better design and organize our website.

*Company and Personal Data*:

We will process any Company and Personal Data you provide to us for the following purposes:

- (a) to provide you with the goods or services you have ordered
- (b) to contact you if required in connection with your request to order or to respond to any communications you might send to us

### Sale of Business

We reserve the right to transfer information (including your Personal Data) to a third party in the event of a sale, merger, liquidation, receivership or transfer of all or substantially all of the assets of our company provided that the third party agrees to adhere to the terms of the Privacy Policy and provided that the third party only uses your Personal Data for the purposes that you provided it to us. You will be notified in the event of any such transfer and you will be afforded an opportunity to opt-out.

### Security

Your Personal Data is held on secure servers hosted by a Hosting Service Provider. The nature of the Internet is such that we cannot guarantee or warrant the security of any information you transmit to us via the Internet . No data transmission over the Internet can be guaranteed to be 100% secure. However, we will take all reasonable steps (including appropriate technical and organizational measures) to protect your Personal Data.

### Updating, Verifying and Deleting Personal Data

You may inform us of any changes in your Personal Data, and in accordance with our obligations under the Data Protection Acts 1988 and 2002 we will update or delete your Personal Data accordingly. To find out what Personal Data we hold on you or to have your Personal Data updated, amended or removed from our database, please email it to us at admin@ccsmo.com.

### Changes to the Privacy Policy

Any changes to this Privacy Policy will be posted on our website so you are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If at any time we decide to use Personal Data in a manner significantly different from that stated in this Privacy Policy, or otherwise disclosed to you at the time it was collected, we will notify you by email, and you will have a choice as to whether or not we use your information in the new manner.

### How To Contact Us

Should you have other questions or concerns about these privacy policies, please call us at (816) 842-2200 or send us an email at admin@ccsmo.com.