

## **LPK FREELANCE DATABASE PRIVACY POLICY**

The LPK Freelance Database System (“System”) and the website which allows you to access the System (collectively “Site”) are owned by, licensed to, and operated by, Libby, Perszyk, Kathman, Inc., an Ohio corporation based in the United States of America, on its behalf and on behalf of its affiliates in the United Kingdom, Switzerland, Germany and China (collectively “LPK”). By using the Site, you signify your assent to this Privacy Policy (the “Policy”). Please also review the LPK Freelance Database User Agreement and Terms of Use (“User Agreement”) located at <http://www.lpklive.com/freelance2/terms.pdf> for defined terms referenced herein. LPK reserves the right, in its sole discretion, to update or revise the Policy. Although, we may attempt to notify you when major changes are made to the Policy, you should periodically review the most up-to-date version. Your continued use of the Site constitutes your consent to such changes.

### **How we collect information from you**

LPK respects your privacy and is committed to protecting it. This Policy explains what information we collect about you when you visit the Site and how we handle such information. Information collected may be retained as long as it is reasonably required for the purposes for which it was collected. For all visitors, we collect and store non-personally identifiable information, including, the name of the domain from which you access the internet, the IP address, the date and time you access the Site, browser type, pages you accessed on the Site, the links you clicked, and the internet address of the website which directed you to our site. Before permitting you to use the Site, LPK may collect personally identifying information about you such as your Freelancer Details, name, Login Information, password, mailing address, social security number, email address, phone number, pages you have viewed, requested, or downloaded, links you clicked and information necessary to complete payment transactions. Additionally, we may collect optional information about you, such as your gender, your race, your military service, and your disability for purposes of voluntary equal employment opportunity surveys. We also collect information about your account transactions and your computer or other access device for fraud prevention purposes. Protecting the privacy of the very young is especially important. For that reason, we never collect or maintain information at our Site from those we actually know are under 13, and no part of our Site is structured to attract anyone under 13.

### **How we use cookies**

When you access our Site, we, or companies we hire to track how our Site is used, may place small data files called “cookies” on your computer. Cookies are files or pieces of information sent to your browser when you visit a website, and you will find them at most sites. We send a “session cookie,” also known as a “non-persistent cookie” to your computer when you log into your account. This type of cookie helps us to recognize you if you visit multiple pages on the Site during the same session, so that we do not have to ask you for your Login Information on each page. Once you log out or close your browser, this cookie expires and no longer has any effect. We also use longer-lasting cookies known as “persistent cookies” for other purposes such as to display your email address on the Site’s sign-in form, so that you don’t have to retype the e-mail address each time you log in to your account. Persistent cookies are stored on the hard drive of your computer and remain there until they expire or you delete them. You are free to decline the Site’s cookies if your browser permits, but doing so may interfere with your use of our website.

### **How we protect and store personal information**

We store and process your information, both personally and non-personally identifiable information on our servers in the United States. We take appropriate security measures to protect against unauthorized access to or unauthorized alteration, disclosure or destruction of data. These include internal reviews of our data collection, storage and processing practices and security measures, as well as physical security measures to guard against unauthorized access to systems where we store personal data. We protect the information by also using firewalls and data encryption. We authorize access to such information only for those employees, contractors and vendors who require it to fulfill their job responsibilities or contractual obligations to LPK or who need to know the information in order to operate, develop or improve our services. Despite these actions, telecommunications and data communications networks and the internet may not be secure and connection to and transmission of data and information over the internet and such facilities provides the opportunity for unauthorized access to computer

systems, networks, and all data stored therein. Information and data transmitted through the internet and stored on any equipment through which internet information is transmitted may not remain confidential and LPK does not make any representation or warranty regarding privacy, security, authenticity, non-corruption or destruction of any information.

### **How we use the personal information we collect**

We use the non-personally identifiable information we collect to measure the number of visitors to different sections of the Site, to help us make the Site more useful to visitors, to help diagnose problems, and to help administer the Site. We may share this non-personally identifiable information with our partners and vendors so that they too may understand how Site users, collectively, use areas of the Site. In order to access the Site, you are required to be designated as an Authorized User. Our primary purpose in collecting personally identifiable information about you as an Authorized User is to provide you with a safe, smooth, efficient, and customized experience. We may use your personally identifiable information to: (a) provide services and support; (b) process transactions and send notices about your transactions; (c) resolve disputes, pay fees and troubleshoot problems; (d) prevent potentially prohibited or illegal activities and to enforce the User Agreement; (d) customize, measure, and improve services, content and layout of the Site; (e) compare information for accuracy and verify it with third parties. We may also use such information to contact you about new Site announcements, enhancements and general updates.

### **How we share your information with other parties**

The Site is simply a portal which provides you with the convenience of entering, accessing, and updating your Freelancer Details. In order to provide you with the best possible experience, we have integrated the Site with Linked Sites or have to share some or all of your personally identifiable and non-personally identifiable information with our vendors and contractors, including, but not limited to, our payment processors and our shipping carriers (“Third Parties”). These Third Parties are not under LPK’s control. The privacy policy of each of the Third Parties may apply to you. We are not responsible for information provided by you, or to you, by or to, any such Third Parties. Accordingly, we strongly urge you to read the terms and conditions and privacy policies of each of the Third Parties. We may also share your personally identifiable information with: (a) third-parties to help detect and prevent potentially illegal acts, violations of our policies and breach of our agreements; (b) companies that we plan to merge with or be acquired by; (c) law enforcement, government officials, or other third parties when (1) we are compelled to do so by a subpoena, court order or similar legal procedure, or (2) we need to do so to comply with the law; or (d) other third parties with your consent or direction to do so. LPK will not sell or rent any of your personally or non-personally identifiable information to third parties except as otherwise provided in this Policy.

### **Questions**

Please feel free to direct any questions, concerns, comments or complaints about this Privacy Policy to \_\_\_\_\_Lori\_\_\_\_\_, \_\_\_\_\_Haddle\_\_\_\_\_ [LPK 19 Garfield Place, Cincinnati, Ohio 45202] or by email to [lori\\_haddle@lpk.com](mailto:lori_haddle@lpk.com).