

## Privacy Policy

(as of September 11, 2013)

This Privacy Statement for Patricia A. Kaufmann ("Kaufmann") details policies with respect to the handling of personally identifiable information ("Information") submitted by the reader of this Privacy Policy ("You") or otherwise collected by Kaufmann via this website or in the course of providing services to customers. Kaufmann will use and disclose Information only in accordance with the terms of this Privacy Statement.

### Collection of Information

The type of Information submitted to or collected by Kaufmann varies depends upon the nature of the activity and relationship with Kaufmann.

1. Inquiries: This website contains various forms, links to Kaufmann e-mail addresses, and fax numbers that You may use to solicit information about the website, Kaufmann services, and the company in general. When You complete and submit a form, send Kaufmann an e-mail, send a fax, or contact me by telephone, Kaufmann may store the inquiries and their contents, including any personally identifiable information You may have provided. Any personally identifiable information You submit via an inquiry is collected only with Your knowledge and active participation.
2. Use of Gateway Services: When You register to use Kaufmann online processing services through the Kaufmann Order Form ("Gateway Services"), You will be required to provide personally identifiable information and to enter into a written agreement with Kaufmann. If You ordered any products or services, You were required to submit personally identifiable information ("Order Information"). Kaufmann transmits Order Information to Authorize.Net for the purpose of processing Orders. Order Information is maintained in servers located within the U.S.A. and may also be maintained in servers located in Europe or Asia, depending on where the order originates or the geographic location of a Kaufmann Customer. Order Information may be maintained for a certain period of time to comply with audits, legal requirements, or for disaster recovery purposes.

### Use and Disclosure of Information

Usage and disclosure of Your Information varies based on Your relationship with Kaufmann. Kaufmann never sells any personally identifiable information and, except as expressly set forth below, never discloses personally identifiable information to any third parties.

1. Browsing the Website: Information collected while You're browsing the website may be used to analyze trends, administer the website, improve site performance, gather broad demographic information, and for security purposes. Such Information may be disclosed to third parties to provide any of the aforementioned activities on behalf of Kaufmann.

2. Inquiries: If you submit an inquiry via online form, e-mail, fax, or telephone call, the information collected may be used by Kaufmann to respond to Your inquiry. Information collected during the course of an inquiry will not be disclosed to any third party unless such third party has been contracted by Kaufmann, with obligations of confidentiality, to contact You on Kaufmann's behalf.
3. Use of Kaufmann Services: During the course of providing Gateway Services to Kaufmann Customers, Kaufmann may disclose Order Information to banks, processors, card associations, and other financial institutions that are involved in the course of processing or screening the transaction applicable to the Order Information.
4. Use of Cookies: Forms on this website may use cookies. Cookies are small files of data that reside on Your computer and allow Kaufmann to recognize You as a Kaufmann Customer or a previous visitor of the website. Kaufmann may use cookies to populate frequently used forms or to provide You with other customized viewing options for Your convenience. Kaufmann uses cookies solely to maintain personalized services throughout the website.
5. Confidentiality Obligations: All contracts entered into between Kaufmann and Kaufmann Customers, Kaufmann and Subcontractors, and Kaufmann and other third party service providers contain express provisions governing the confidential treatment of any and all personally identifiable information.
6. Investigations and Proceedings: Kaufmann may use Information to conduct internal investigations. Kaufmann may disclose Information to cooperate with an investigation by law enforcement agencies or other governmental authorities and may also disclose Information in response to a subpoena, warrant, court order, or other comparable legal processes.

## **Information Security**

Kaufmann is committed to privacy and security. Kaufmann is compliant with the Payment Card Industry Data Security Standard ("PCI DSS") through CyberSource, a Level 1 service provider. Examples of those security measures include: physical, electronic, and procedural safeguards; sophisticated security monitoring tools; documented security policies; use of strong encryption for transmissions of Order Information to and from Kaufmann Customers and restricting access to personally identifiable information.