

## **Online Privacy Policy**

To better protect your privacy, we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used at our site. We have created this privacy statement to demonstrate our commitment to your right to privacy. This statement outlines our personal information management practices for this website and is available at the bottom of every page.

### **Links to Other Sites and Public Forums**

This site may contain links to other sites for your convenience and information. If you access those links, you will leave this website. We do not control those sites or their privacy practices, which may differ from our practices. We are not responsible for the privacy practices or the content of other websites outside of our website. The personal data you choose to provide or that is collected by these third parties is not covered by this privacy policy. We encourage you to read the privacy policy of each external website you visit before submitting your personal information.

### **The Information We Collect**

The information we collect will be used only as described in this privacy policy and/or in the way we specify at the time of collection.

When you fill out a form on our website, you may be asked to enter personal information, including your name, email address and phone number. We will use your information to respond to you regarding the reason you contacted us. We will not sell or rent this information to anyone.

We may also collect certain non-personal information including the type of web browser you are using, the type of operating system you are using, and the domain name of your Internet service provider.

### **How We Use the Information**

Any of the information we collect from you may be used in one of the following ways:

- To personalize your experience — your information helps us to better respond to your individual needs
- To improve our website — we continually strive to improve our website offerings based on the information and feedback we receive from you
- To improve customer service — your information helps us to more effectively respond to your customer service requests and support needs
- To administer a survey or other site feature

### **How We Protect Your Information**

We implement a variety of security measures to maintain the safety of your personal information when you enter, submit or access your personal information. Only employees who need the information to perform a specific job are granted access to personally identifiable information.

### **Cookies**

We use cookies to help us understand and save your preferences for future visits, keep track of advertisements and compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future. We may contract with third-party service providers to assist us in better understanding our site visitors. These service providers are not permitted to use the information collected on our behalf except to help us conduct and improve our business.

If you prefer, you can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies via your browser settings. Like most websites, if you turn off the cookies, some of our services may not function properly. However, you can still contact us over the telephone or in person.

**Do we disclose any information to outside parties?**

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

**Your Consent**

By using our site, you consent to our website's privacy policy.

**Changes to our Privacy Policy**

If we decide to change our privacy policy, we will post those changes on this page.

*This policy was last modified on 01/29/2016.*

**How to Contact Us**

If you have any questions or concerns about our privacy policy for this site, please contact us at [marketing@hqrcms.com](mailto:marketing@hqrcms.com).