



## **IPI Privacy Notice**

### **Our Commitment To Privacy**

Your privacy and that of your customers is important to us. 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. To make this notice easy to find, we make it available on our homepage.

### **The Information We Collect:**

This notice applies to all information collected or submitted on the Information Providers Inc. (IPI) website. On some pages, you can order services, make requests for additional information, and view completed inspection requests you ordered. The types of personal information collected at these pages are:

- Name
- Address
- Company Email address
- Company Phone number
- User Name
- Password

On some pages, you can submit information about your customers or potential customers. These requests are in accordance with the permissible purpose aspects of the Fair Credit Reporting Act. Further, the information provided is related to the transaction you and the other party are entering. In accordance with 1) Title V of the Gramm-Leach-Bliley Act of 1999 and the implementing federal and state laws and regulations; (2) regulations adopted by the US Health and Human Services under Title II Subtitle F Section 61-264 of the Health Insurance Portability and Accountability Act of 1996, IPI will collect and use specific information in fulfilling your request for services with that customer:

- Name
- Address
- Phone Number
- (etc.)

### **The Way We Use Information:**

We use the information you provide about yourself and your customers when placing an order only to complete that order. We do not share this information with outside parties except to the extent necessary to complete that order.

We use return email addresses to answer the email we receive. Such addresses are not used for any other purpose and are not shared with outside parties.

### **Web Site Traffic Information**

Because of the way that World Wide Web communication standards work, when you arrive at or leave the IPI Web site, we automatically receive the Web address of the site that you came from or are going to. We also collect information on which pages of our Web site you visit while you are on the IPI site, the type of browser you use and the times you access our Web site. We do not track the Web sites that you visit before or after you leave the IPI site.

We use non-identifying and aggregate information to better design our website and to improve your productivity and enhance our services to our customers. For example, we may notice that during a particular time of day, we experience a higher number of users at the site than other times. We can then adjust or

hardware and software to better serve the demand at peak periods. We would not disclose anything that could be used to identify those individuals that are on the site at particular times. We are not a retail oriented service. Finally, we never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above.

### **Our Use of “Cookies”**

“Cookies” are small files of data that we send to your computer to allow us to recognize you as an IPI customer if you return to the IPI site using the same computer and browser. We send a “session cookie” to your computer if and when you log in to your IPI account by entering your user name and password. These cookies allow us to recognize you if you visit multiple pages in our site during the same session, so that you don’t need to re-enter your password multiple times. Once you log out or close your browser, these session cookies expire and no longer have any effect.

We also use longer-lasting cookies to display your user name on our sign-in form, so that you don’t have to retype the user name each time when you log in to your IPI account. In addition, we use cookies to process your preferred report choices, described in the ordering section of our web site. Our cookie files are stored locally so that your preferences and other information can be interpreted by IPI.

### **Customer Service Correspondence**

If you send us correspondence, including e-mails and faxes, we may retain such information in the records of your account. We will also retain customer service correspondence and other correspondence from IPI to you. We retain these records in order to measure and improve our customer service, and to investigate potential fraud and violations of our User Agreement. We may, over time, delete these records if permitted by law.

### **Our Commitment To Data Security**

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online. Please make sure that when you are engaged with the IPI website you verify the address contains “https” at the beginning. This will assure you the security that “All information sent to this site, if in an SSL session, is encrypted, protecting against disclosure to third parties”. This is currently verified by Verisign, Inc.

### **How You Can Access Or Correct Your Information**

You can access all your personally identifiable information that we collect online and maintain by working with your in house account administrator. The updating of your information is directly in your control. We use this procedure to better safeguard your information. To protect your privacy and security, we will also take reasonable steps to verify your identity before granting access or making corrections.

### **How To Contact Us**

Should you have other questions or concerns about these privacy policies, please call us at 800-622-5687 or send us an email at [privacy@uselPI.com](mailto:privacy@uselPI.com).