

PRIVACY POLICY

This privacy policy applies to the collection, storage, use and disclosure of personal information by or on behalf of LAFAYETTE PROCESS SERVERS, LLC (referred to in this policy as “we”, “us”, "our" or “Company”) in connection with our practices regarding the collection, storage, use and disclosure of personal information that we collect from users via our website www.lafayette-process-servers.com (the “Website”) and related services. This privacy policy forms a contract between User and Company that governs user access and use of the website, products and related services. By using the website and related services, you agree to be bound by this privacy policy.

PLEASE READ THIS POLICY CAREFULLY BEFORE SUBMITTING YOUR PERSONAL INFORMATION THROUGH OUR WEBSITE OR RELATED SERVICES OR ACCESSING, BROWSING OR OTHERWISE USING THE WEBSITE. IF YOU SUBMIT YOUR PERSONAL INFORMATION ON THE WEBSITE, YOUR INFORMATION WILL BE PROCESSED AS PER TERMS OF THIS POLICY.

1. OUR COMMITMENT

We are committed to protecting your personal information, and ensuring its privacy, accuracy and security. We handle your personal information in a responsible manner in accordance with the Federal Privacy and Data Protection Regulations. By using any of our services, downloading or uploading any information or giving us your personal information, you agree to your information being collected, stored, used and disclosed as set out in this Privacy Policy.

2. CHILDREN’S PRIVACY (COPPA) (15 U.S. Code § 6501)

This Website is not intended for use by children under the age of 13. The Website does not knowingly collect or store personal identifiable information from children under the age of 13. If you have concerns about this website or its services, if you believe that your child under 13 has gained access to our website without your permission, you may contact us at: 603 Elwick Drive Lafayette ,La 70507

3. PERSONAL INFORMATION

'Personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether true or not and whether or not recorded in a material form.

4. WHOSE PERSONAL AND OTHER INFORMATION DO WE COLLECT?

We may collect your personal and other information from a range of sources, including from you, other agencies, contractors, business partners and government agencies. Wherever reasonable and practicable, we collect personal information from the individual to whom the

information relates. Providing personal information about someone other than your self is prohibited under the Law.

5. INFORMATION WE COLLECT ON THIS WEBSITE

When registering or transacting on our website, you may be asked to enter/upload your name, email address, phone number, contact address, credit card information or other details for billing and other purpose. We collect information about you if you make use of any of the interactive features within our website that rely on a personalized response, or where you ask us to respond to a query you have. The information we collect is limited to the details we need to provide the specific service you have asked for. We do not collect sensitive information, such as your political or religious beliefs, ethnic background, sexual preference, health or any other sensitive information. The types of information we collect includes:

- (i) Contact information (such as name, postal and email address and telephone number);
- (ii) Credit or Debit card/Master or VISA card/Amex Card information; and
- (iii) Other personal information in content you provide to us, such as through emails you send us.

A. Information that you voluntarily provide to us: You can read about our services on our Terms and Conditions document without sharing your name and contact information. In certain places on this website, you may be asked to provide your name, contact information and/or email address to use our website's features or communicate with us including sending messages on our website. Transacting on our website may require information, for example your name, company, email address, telephone number, mailing address, and credit card numbers. It is your option to provide the information requested. However, if you do not provide details that are essential (e.g., as may be identified in a transaction registration page), it would be impossible to use any or all of the features and functions of the website and/or to benefit from our services. We may retain records of any messages which you may send to us through this website or other websites owned by us, or by other electronic communications with us.

B. Information collected automatically: When you download or upload any document, our information technology systems automatically collect information about the equipment you are using and about your use of our website and services. Examples of the information we collect and analyze include the Internet Protocol (IP) address used to connect your mobile/computer to the Internet, the email address which you use to communicate with us, your mobile/computer and connection information (for example, browser type, version, and time zone setting, browser plug-in types and versions, operating system, and platform), and records of your transactions with us. We may also use browser data such as cookies for fraud prevention and other purposes. Please read our [Cookies Policy](#) for more details. We may use software tools to measure and collect session information, including page response times, download errors, length of visits to

certain pages, page interaction information (for example scrolling, clicks, and mouse-over), and methods used to browse away from the page. We may also collect technical information to help us identify your device for fraud prevention and for dealing with diagnostic purposes relating to our website.

C. Other information we might receive: We may also receive personal information about you from third parties.

6. HOW WE USE INFORMATION WE COLLECT

We do not disclose personally identifiable information collected from you during visits to our website except as provided in this Privacy Policy. We may aggregate collected information from multiple users and visitors to create data which can be analyzed to determine general users and visitor levels of interest in particular products or services. We may use your personal information to improve our services. We may also contact you from time to time to inform you of our new products and services and to ask for comments.

7. ADVERTISING

We may work with online advertising companies to provide you with advertising which is tailored to your interests. These ads may be seen on our website or on other third-party sites which you visit. These ads may be based on information gathered as you browsed our website or based on your transactions with us. Our advertising partners collect information using cookies, web beacons, and other technologies which do not identify you personally.

8. PAYMENT PROCESSING PARTNER AND LEGAL DISCLOSURE

We may share your information with third party service providers for processing payments made by credit or debit card in connection with transaction with us. We may disclose your information if we have a good faith belief that the disclosure is required by law, is required in order to enforce the Terms and Conditions for this website, or is necessary to detect, prevent or address fraud or security issues or to prevent harm to Company or others.

9. COMMUNICATIONS

We may use your Personal Information to contact you with newsletters, marketing or promotional materials and other information that may be of interest to you. You may opt out of receiving any, or all, of these communications from us by following the unsubscribe instructions provided in any email we send.

10. SECURITY

The security of your Personal Information is important to us, but remembers that no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive

to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security. We take reasonable steps to protect your Personal information from misuse, interference, loss and unauthorized access, modification and disclosure. Such steps include: physical security over paper-based and electronic data storage and premises; computer and network security measures, including use of firewalls, password access and secure servers including socket layer technology (SSL); restricting access to your personal information to employees and those acting on our behalf who are authorized and on a 'need to know' basis; retaining your information for a period reasonably required, unless we are required by law to retain it for longer; and entering into confidentiality agreements with staff and third parties.

11. DATA QUALITY

We take reasonable steps to ensure that your information is accurate, complete and up-to-date. However, we rely on you to advise us of any changes or corrections to the information we hold about you.

12. ACCESS

You may request access to the information we hold about you by contacting us. We will respond to your request within a reasonable time. We will provide you with access to the information we hold about you unless otherwise permitted or required by law. If we deny you access to the information, we will notify you of the basis for the denial unless an exception applies.

13. CORRECTION

If you believe that personal information we hold about you is incorrect, incomplete or not current, you may request that we update or correct your information by contacting us.

14. COMPLAINTS

If you have a complaint in relation to the collection, storage, use or disclosure of your personal information, please contact us.

15. CHANGES TO THIS PRIVACY POLICY

We reserve the right to revise this Privacy Policy or any part of it from time to time. Please review this Policy periodically for changes.

16. HOW TO CONTACT US

If you have any questions or comments about this Privacy Policy, please contact us as follows:

LAFAYETTE PROCESS SERVERS LLC
602, Elwick Dr, Lafayette, Louisiana -70507

Email: info@lafayette-process-servers.com