# Privacy Policy Released 9/23/2009

CD-07 120604

Effective: 9/23/2009



#### **Our Commitment to Privacy**

This notice applies to potential, current, and former customers of InPower LLC of Galena, Ohio. We are committed to protecting and maintaining the privacy of information in our possession, regardless of customer status.

#### **Website Privacy**

In common with other websites, log files are stored on the web server with details such as the visitors' IP addresses, browser type, referring page, and time of visit. No other personal information is automatically collected through InPower's website or required to use the website.

Website users may voluntarily submit information through email addresses, phone numbers, fax numbers, or through online forms.

#### Types and Methods of Information Collection

InPower LLC may gather information both on companies and on individuals employed therein for business purposes including, though not limited to, sales and marketing, competitive research, purchasing, credit monitoring, account approval, and general research. Information gathered may include, though is not limited to, contact information such as phone and fax numbers, email addresses, website addresses, credit information, market information, product offerings, and business policies. InPower LLC may also collect information about a company from publically and privately available sources including, but not limited to, websites, commercial publications, directories, contact lists, and personal disclosures. InPower LLC may also obtain credit histories on a company and/or its principals through credit information services and bureaus, and through private contacts and credit references as submitted by a customer.

#### **Use of Collected Information**

InPower LLC reserves the right to use any and all collected information, including information voluntarily submitted to InPower, for the purposes including, but not limited to, Marketing and Sales of InPower products and services, judgment of credit-worthiness or company financial health, purchasing, market research, product development, and for other general standard business practices. Information may also be used or disclosed to a third party when required for the completion or execution of an agreement relating to the party whose information is being disclosed.

### **Disclosure of Collected Information**

InPower LLC does not disclose customer information to any third parties except in such circumstances where disclosure is necessary for the completion or execution of agreements relating to the customer whose information is being disclosed, as discussed above.

InPower LLC does not sell or disclose information to unrelated third parties.

## **Updating Information**

General contact and business information can be changed or updated only by contacting InPower. Customers and contacts may request that InPower LLC refrain from further contacts. To protect your privacy and security, we will also take reasonable steps to verify your identity before updating or making corrections to your general contact and business information.

#### Information Retention

InPower LLC retains all submitted information indefinitely.

#### How to Contact Us

Should you have other questions or concerns about these privacy policies, please call us at 740-548-0965 or send us an email at sales @inpowerdirect.com, subject line "Privacy Policy".