# PRIVACY POLICY



**MILLS MARKETING** is committed to protecting the privacy of certain data that is collected from you and that you submit when you access this website or websites and applications under our operation and control (collectively, the "Site"). We recognize the sensitive nature of much of the information with which we are entrusted on a daily basis, and we are committed to the high standards of privacy and security. The nature of our business requires that at times we gather information that is of a personal nature and that you wish to keep protected. This Privacy Policy ("Policy") is intended to familiarize you with our policies for the gathering, use, maintenance, and protection of personal information on the Site.

More specifically, this Policy summarizes how Mills Marketing handles the personal information users of the Site provide while accessing and using the Site. Please review this Policy carefully. Mills Marketing reserves the right to change its Policy at any time, in which event the Site will contain a notice of the change. Changes will be effective immediately upon posting to the Site. By accessing the Site, you are indicating your agreement to the Policy. If you have any questions or concerns about the Policy, please contact us using the information provided below.

#### Personal Information Collected and Used

As you are probably aware, we may collect and use information from a variety of sources. We collect and use this information in order to carry out our business functions and provide a high quality of service. If you decide to provide your personal information, the types of personal information we may collect about you through the Site include: (i) your contact information, such as name, address, email address, and phone number; (ii) account setup and, if applicable, payment information when you desire to use and purchase our services, such as credit or debit card account numbers; and (iii) employment history information if you seek employment with us which might include your work history and salary information.

Additionally, Mills Marketing may compile statistical information concerning the usage of the Site. This information allows us to monitor its utilization and continuously improve its quality. Examples of this information would include, but not be limited to, the number of visitors to the Site, or to sections or pages within the Site, patterns of traffic flowing through the Site, length of time spent on the Site, or in sections or pages of the Site, the other sites that refer visitors to the Site, the pages of the Site that visitors frequently use as entry and exit points, utilization of the browser and operating systems and versions used by visitors to the Site.

In order to compile this information, Mills Marketing may collect and store your IP address, your operating system version, your browser version, the pages you visit within the Site, the length of time you spend on pages within the Site, the site from which you linked to ours, search terms you used in search engines which resulted in you linking to the Site, etc. While all of this information can be associated with the IP address your computer had while you visited the Site, it will not be associated with you as an individual, or associated with any other information you may submit through the Site, or that Mills Marketing may store about you for any other purposes.

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Mills Marketing may use website "first-party cookies" in the process of compiling the statistical information mentioned above and to tailor certain pages of the Site for your browsing convenience. A cookie file can contain information such as the URL you came from, your computer's IP address and domain type (e.g., .com or .org, etc.), your browser type, the country, state, and telephone area code where your server is located, the pages of our Site that were viewed during a visit, and any search terms that you entered on our Site. This information generally is used for internal purposes, and we do not link your URL or IP address to any personal information unless you have logged into our Site with an established account login and password. You have the option of setting your browser to reject cookies, but our Site may not function correctly if you do. Refer to the Help feature of your browser for information on disabling cookies.

The Site is not directed to children. Mills Marketing does not knowingly collect any personal information from children. If you are concerned about your child's use of the Site, you may use web-filtering technology to supervise or limit access to the Site.

#### **Use of Information**

In general, we will use the information we collect about you only for the purpose it was collected, as otherwise provided in this Policy, and as permitted or required by law. For example, we might use your information for purposes including, without limitation, to enhance our Site, to communicate with you about the Site or our products and services, to provide you with our products and services, to process your application for employment, or to ensure the security of our information systems.

# Disclosure of Information

In general, we will not disclose your information for any purposes other than those in conjunction with the business activities requested of us unless otherwise permitted or required by law or by this Policy. In the course of our normal business activities, we may disclose collected information to both affiliates and non-affiliated entities, as we deem necessary. For example, and without limitation, Mills Marketing may need to use or disclose this information with its third-party vendors to manage its website, respond to subpoenas, defend litigation, enhance its services, and protect our legal rights. We endeavor to choose affiliates and non-affiliates with similar standards to ours regarding the protection of personal information.

In no case will Mills Marketing sell, rent or license personal information to third parties, except as required or permitted by law. For example, we may share personal information in connection with certain business transactions, such as the acquisition of all or substantially all of Mills Marketing's assets. In such cases, we will take appropriate steps under the circumstances and to the extent reasonably possible to ensure that the recipient agrees to provide privacy protections substantially similar to those established by this Policy.





### Do Not Track

"Do Not Track" is a privacy preference that you can set in your Internet search browser that sends a signal to a website that you do not want the website operator to track certain browsing information about you. However, because our Site is not configured to detect Do Not Track signals from a user's computer, we are unable to respond to Do Not Track requests.

#### **Manage Your Preferences**

If you wish to unsubscribe from any of our newsletters or other communications for which you have registered, you may click here: <u>https://e.millsmarketing.com/hs/manage-preferences/unsubscribe-simple</u>

# Safeguarding of Information

No system for safeguarding personal or other information is 100% secure. However, we take a number of steps to reasonably safeguard the security of personal information obtained through the Site. Our employees are trained to understand the importance of confidentiality and are required to adhere to our privacy policies and procedures.

#### Applicable Law

This Policy is governed by the internal substantive laws of lowa, without regard to its conflict of laws principles. Jurisdiction for any claims arising under or out of this Privacy Policy shall lie exclusively with the state and federal courts within lowa. If any provision of this Policy is found to be invalid by a court having competent jurisdiction, the invalidity of such provision shall not affect the validity of the remaining provisions of this Policy, which shall remain in full force and effect.

# **Contact Us**

If you would like to contact us for any reason regarding our privacy practices, please call or email Privacy Officer at 712.732.4899 or <u>Privacy@MillsMarketing.com</u>.