

## **USA COMMUNICATIONS - PRIVACY POLICY**

### **Information Collection and Use**

USA Communications is the sole owner of the information collected from our members and customers and/or Web site users. We are committed to using our best efforts to protect your private information. We will not sell or rent any information to others. Personal information will not be sold or rented to other companies without the customer's written consent, or as required by law.

USA Communications or research associates retained solely for the purposes of monitoring member/customer satisfaction, needs and opinions may from time to time contact you via phone, mail or e-mail to conduct research. All research information collected is used solely by USA Communications to monitor member/customer opinions and needs for current or potential products and services.

Personally identifiable information such as name, address, account number, phone number, financial information, social security number, e-mail address, etc., is required for some business processes. This information will be maintained as confidential business information for which access is strictly limited. Other anonymous information such as demographic, household, hobbies, interests, etc., may also be collected for use in identifying and understanding market segments. In some instances a combination of the two types of information may be collected. This type of information does not identify individuals personally and will typically only be used for USA Communications' internal business purpose in an attempt to serve you better.

### **Internet Privacy Policy-**

All information that we gather from this web site, including your email address, name, living address, and what you purchase will not be given to any outside party.

We don't send unsolicited emails. You'll only get a message from us if you've placed an order or have requested email updates about our site.

### **Employee and Business Partner Access to Customer Information**

We restrict access to all member/customer information to only those employees and business partners who need it to provide members/customers with service and information. Our employees, directors, auditors and other business partners having authorized access to company databases and records are required by confidentiality agreements to respect member/customer privacy and to access that information only when they have a business reason. Any employee, director, auditor or other business partner who fails to follow this policy will be subject to disciplinary or other appropriate legal action.

### **Web Site Log Files**

USA Communications keeps track of user Internet Protocol addresses to help analyze trends, track movement, administer the Web site and gather broad user information. Internet Protocol addresses are not linked to personally identifiable information and simply allow us to determine what areas best serve our members/customers.

### **Web Site Links**

All links to other sites are provided as a convenience to our members/customers. Please be aware that USA Communications is not responsible for the privacy practices of the sites for which we provide links. Once you leave our Web site by accessing another linked Web site, we no longer have control over how your personal data may be used. We encourage our users to be aware when they leave our site and to read the privacy statements on each Web site they visit. This privacy statement applies solely to information collected by USA Communications.

### **Data Security**

While no one can guarantee absolute security for information communicated over the Internet, USA Communications makes every effort to keep member/customer data secure. Policies and procedures have been implemented for security and disaster recovery purposes. Internal servers are, at minimum, protected behind a firewall. All employees with access to member/customer data are required to login with a personalized user ID and password, and utilize password protected screen savers at their workstation.

Online security for most personal and sensitive information transferred from our Web site via the Internet (such as credit card numbers, account information, etc.) uses SSL encryption software to protect the data from unauthorized access, use or disclosure. Depending on your browser type and settings, you will be alerted to the areas of the Web site utilizing the SSL encryption. If you are unsure if the information you are submitting is secure, please call USA Communications to verify its security prior to submitting.

### **Choice / Opt-In**

Web site users are given the opportunity to 'opt-in' to various e-mail programs, such as product and service updates, promotional offerings, community news and information. Users of our Web site are not automatically 'opted-in' to e-mail programs. All members/customers currently enrolled in an e-mail program may choose to 'opt-out' of receiving the communications by following the procedures listed at the bottom of the e-mail message.

### **Notification of Changes**

Changes to this privacy policy will occasionally be updated to reflect cooperative and customer needs. Customers will only be notified of policy changes when the changes are substantial and affect current information collection and use policies as described above.