



3033 Chimney Rock Road  
HOUSTON, TX 77459  
832-699-BEST  
connect@pmworkforce.com

## PRIVACY POLICY - PM Workforce Website

### 1. OUR COMMITMENT TO PRIVACY

Your privacy is important to us. Our ongoing commitment to the protection of your privacy is important to maintaining the relationship of trust that exists between PM WORKFORCE INC. (“PM Workforce” “we” or “us”) and our users. This privacy policy (the “Privacy Policy”) is intended to help you understand how we collect, use, and disclose your information.

### 2. USER CONSENT

We will not collect any information that may personally identify you (such as your name, address, email address, phone number, or other data which can be linked to such information) (collectively, “Information”) without your express consent. Prior to submitting Information through our website at [www.pmworkforce.com](http://www.pmworkforce.com), e-mail, and other services related thereto (collectively, the “Services”), you will be provided with an opportunity to expressly consent to the collection of your personal information, and subject to that consent, Information will be processed in accordance with this Privacy Policy.

### 3. THE INFORMATION WE COLLECT

This notice applies to all information you submit to PM Workforce through the Services. Please note that we cannot be responsible for the information you submit directly to third parties, who may have their own posted policies regarding the collection, use, and disclosure of your information. We recommend that you review the policies of the any third party websites through whom you may access our Services.

We may automatically collect non-personal information that does not identify an individual user, such as IP (internet protocol) address, ISP (internet service provider), the Web browser used to visit the Website, the time the Website was visited, which Web pages were visited on the Website, and other anonymous Website usage data.



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#### 4. HOW WE USE THE INFORMATION; THIRD PARTY ACCESS AND USE

We do not sell, rent, or trade your Information to third parties. We use the Information we collect about you to provide and improve the Services, respond to your requests, and to provide information to you about PM Workforce. We may use our email lists for sending out PM Workforce outbound communications, including promotional and non-promotional PM Workforce communications. We also may provide your Information to third parties in the following circumstances: where legally required to do so, at the request of governmental authorities conducting an investigation, to verify or enforce compliance with these Terms and applicable laws, and to protect against misuse or unauthorized use of the Services.

We may share aggregate information about our users with certain third parties. This information shows user activity at a group level, rather than on an individual basis. In addition, we may provide your personal information to a successor entity in connection with a corporate merger, consolidation, sale of assets, or other corporate change respecting our business. Please note that any feedback or comments provided by you on or through the Services may be generally accessible by any user of the Services. Therefore, please take care when posting feedback or comments on or through the Services, as you will forfeit the privacy of that information.

#### 5. MINORS

We do not knowingly solicit or collect any personally identifiable information from children under the age of 13. Children under 13 are not authorized to make a donation or purchase, sign up for an event or program, or otherwise provide any personally identifiable information without consent from a parent or legal guardian.



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## 6. COOKIES

Cookies are tiny data files that web sites commonly write to your hard drive when you visit them so that they can remember you when you visit. A cookie file contains information that can identify you anonymously and maintain your account's privacy. Our Service may use cookies to maintain a user's identity between sessions so that the Site can be personalized based on user preferences or a user's history. We may use information collected using third party cookies (for example, Google AdSense and DoubleClick) and Web beacons on our Services to deliver PM Workforce advertising displayed to you on third party sites. We also may use cookie information to know when you return to our Services after visiting these third party websites.

Many Web browsers are set to accept cookies by default. If you prefer, you can usually choose to set your browser to remove cookies and to reject cookies from PM Workforce and other parties. If you choose to remove cookies or reject cookies, this could affect certain features of our Services. You can choose to opt-out of use of cookies by certain third-party analytics providers and advertising networks to deliver ads tailored to your profile and preferences. Many such third parties are a part of the National Advertising Initiative opt-out: <https://www.networkadvertising.org/choices/>. If you delete your cookies, use a different browser, or buy a new computer, you will need to renew your opt-out choice. While we and others give you choices described in this Privacy Policy, there are many ways Web browser signals and other similar mechanisms can indicate your choice to disable tracking, and we may not be aware of or honor every mechanism.

## 7. WEB BEACONS

Pages on the Services and emails that PM Workforce sends to you may contain small image files called web beacons. Web beacons may be used as a mechanism to help us track your visits to our Services and whether or not you open our emails. In addition, we may use several third-party services that embed web beacons on our Services for similar tracking purposes. These third-party services are used to provide additional features to users, such as the ability to share content on our Services with your social network.



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## **8. LINKS TO OTHER SITES**

This website contains links to other third-party sites that may collect your personal information. PM Workforce is not responsible for the privacy practices or the content of those other sites.

## **9. HOW YOU CAN REVIEW OR CORRECT YOUR INFORMATION**

If you would like to make changes to Information you provided or would like to have your Information deleted, please contact [connect@pmworkforce.com](mailto:connect@pmworkforce.com).

## **10. YOUR CHOICES REGARDING YOUR INFORMATION AND COMMUNICATIONS**

At any time, you can email us at [connect@pmworkforce.com](mailto:connect@pmworkforce.com) to remove your name from our email database and request that you no longer receive emails from us.

## **11. OUR COMMITMENT TO DATA SECURITY**

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of Information, we have put in place what we believe are reasonable physical, electronic, and managerial procedures in an effort to safeguard and secure the Information we collect online. No data transmission over the Internet can be guaranteed to be 100% secure. While we strive to protect Information, we cannot and do not guarantee or warrant the security of any Information, and you transmit Information to or from the Services at your own risk. If you have any questions about our data security or data retention practices, please email us at [connect@pmworkforce.com](mailto:connect@pmworkforce.com) and we will work to provide you with the answers you require.

## **12. CHANGES TO POLICY**

This Privacy Policy is subject to occasional revision. If we make any changes to this Privacy Policy, we will change the “Last Updated” date above, which changes will become effective at the time of posting of such revised Privacy Policy on the Services.



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### 13. HOW TO CONTACT US

We appreciate your questions or comments about this privacy statement, the practices of the Services, or your dealings with PM Workforce. We would like to work with you to resolve any questions or concerns you might have. Please send email to [connect@pmworkforce.com](mailto:connect@pmworkforce.com) or you may contact us at PM Workforce, 3033 Chimney Rock Road, Suite 350, Houston, TX 77056.