

PRIVACY POLICY

Protecting your private information is our priority. This Statement of Privacy applies to www.ipmvs.com and www.filewrapper.com (hereinafter “our websites”) and governs data collection and usage. For the purposes of this Privacy Policy, unless otherwise noted, all references to “our websites” include ipmvs.com and filewrapper.com. For purpose of this Privacy Policy “we” refers to McKee, Voorhees & Sease, PLC. The www.ipmvs.com website describes our services and www.filewrapper.com is a blog site. By using our websites, you consent to the data practices described in this statement.

Collection of your Personal Information

In order to better provide you with products and services offered to you, our websites may collect personally identifiable information, such as your:

- First and Last Name
- E-mail Address
- Phone number

Our websites may also collect anonymous demographic information through Google Analytics, which is not unique to you, such as your:

- Age
- Gender
- Profession

Please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through our websites’ public message boards, this information may be collected and used by others.

We do not collect any personal information about you unless you voluntarily provide it to us. However, you may be required to provide certain personal information to us when you elect to use certain products or services available on the Site. These may include: (a) registering for an account on our Site; (b) entering a sweepstakes or contest sponsored by us or one of our partners; (c) signing up for special offers from selected third parties; (d) sending us an email message; (e) submitting your credit card or other payment information when ordering and purchasing products and services on our Site. To wit, we will use your information for, but not limited to, communicating with you in relation to services and/or products you have requested from us. We also may gather additional personal or non-personal information in the future.

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Use of your Personal Information

Our websites collect and use your personal information to operate its website(s) and deliver the services you have requested.

Our websites may also use your personally identifiable information to inform you of other products or services available from us and our affiliates.

Sharing Information with Third Parties

We do not sell, rent or lease our customer lists to third parties.

Our websites may share data with trusted partners (e.g., Google Analytics) to help perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services, and they are required to maintain the confidentiality of your information.

We may disclose your personal information, without notice, if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on our websites; (b) protect and defend our rights or property/intellectual property; and/or (c) act under exigent circumstances to protect the personal safety of users of our websites, or the public.

Tracking User Behavior

We may keep track of the websites and pages our users visit within our websites, in order to determine which of our services are the most popular. These data are used to deliver customized content and advertising within our websites to customers whose behavior indicates that they are interested in a particular subject area, all this is managed through our Google Analytics platform.

Automatically Collected Information

Information about your computer hardware and software may be automatically collected by our websites. This information can include: your IP address, browser type, domain names, access times and referring website addresses. This information is used for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of our websites.

Use of Cookies

We use cookies that identify your browser. They collect and store information when you visit our website about how you use it through which it is possible to record your use of the website, as well as provide you with a better service and experience when browsing and for analytics. The personal data we collect through these technologies will also be used to manage your session.

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For more information about cookies and how we use them, please see our Cookie Notice.

Links

This website contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

Security of your Personal Information

We secure your personal information from unauthorized access, use, or disclosure through security measures such as:

- We only see general reports or KPIs of the general outcome of the website.
- Google Analytics platform is only accessed by members of the same organization or partners.
- Punctual data is maintained for a limited amount of time.
- All access is backed up by security policies implemented by our IT security committee.

We strive to take appropriate security measures to protect against unauthorized access to or alteration of your personal information. Unfortunately, no data transmission over the Internet or any wireless network can be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, you acknowledge that: (a) there are security and privacy limitations inherent to the Internet which are beyond our control; and (b) security, integrity, and privacy of any and all information and data exchanged between you and us through this Site cannot be guaranteed.

Children

We do not knowingly collect personally identifiable information from children under the age of sixteen. If you are under the age of sixteen, do not submit personal information to us, and you must ask your parent or guardian for permission to use this website.

Your Rights

If you are in, or working from, the EU or other jurisdiction where similar rules apply, you have certain rights in relation to your information.

- **Access:** you are entitled to ask us if we are processing your data and, if we are, you can request access to your personal data. This enables you to receive a copy of the personal data we hold about you and certain other information about it;
- **Correction:** you are entitled to request that any incomplete or inaccurate personal data we hold about you is corrected;
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- **Erasure:** you are entitled to ask us to delete or remove personal data in certain circumstances. There are also certain exceptions where we may refuse a request for erasure, for example, where the personal data is required for compliance with law or in connection with claims;
- **Restriction:** you are entitled to ask us to suspend the processing of certain of your personal data about you, for example if you want us to establish its accuracy or the reason for processing it;
- **Transfer:** you may us to help you request the transfer certain of your personal data to another party;
- **Objection:** where we are processing your personal data based on legitimate interests (or those of a third party) and you may challenge this. However, we may be entitled to continue processing your information. You also have the right to object to where we are processing your personal information for direct marketing purposes;
- **Automated decisions:** you may contest any automated decision made about you where this has a legal or similar significant effect and ask for it to be reconsidered.
- **Consent:** where we are processing personal data with consent, you can withdraw your consent.

If you want to exercise any of these rights, please contact us via the contact information provided in this Policy.

You also have a right to complain about a data protection supervisory authority, in particular in the Member State in the European Union where you are habitually resident where we are based or where any alleged infringement of Data Protection law has taken place. In the UK you can make a complaint to the Information Commissioner's Office (Tel: 0303 123 1113 or at www.ico.org.uk).

California Disclosures

California Residents

All terms and phrases used under this heading shall have the same meaning as those defined under the California Consumer Privacy Act of 2018 and all related amendments and regulations (“CCPA”).

Notice of Sale. We do not sell the personal information of California residents. We have no actual knowledge of selling information about California residents under the age of 16.

Right to Know. You have a right to submit a verifiable request, up to two times a year, for the following information:

- The categories of personal information we have collected from or about you.
- The categories of sources from which we have collected that personal information, and the business or commercial purpose for the collection.
- The categories of third parties with whom we have shared your personal information, and the business or commercial purpose for said sharing.
- Specific pieces of your personal information.

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Please note your request may only go back 12 months from the date of your request.

Right to Delete. You have a right to request that we delete your personal information, subject to certain exceptions such as if the information is necessary to complete the transaction for which the information was collected, detect security incidents, protect against malicious, deceptive, fraudulent, or illegal activity, identify and repair errors and for various other reasons available under California law.

Right of Non-Discrimination. We will not discriminate against you in any way if you choose to exercise your rights under this section or applicable California law.

Submit a Request. To submit a request to know or delete, you may contact us via the contact information provided in this Policy.

Verification. To protect your personal information and prevent fraud, we may verify your identity before responding to your request by matching the information provided in your request with the information we have on file about you, and depending on the sensitivity of the information requested utilizing more stringent verification methods, including but not limited to requesting additional information from you and/or requiring you to sign a declaration under penalty of perjury.

Notice of Collection and Disclosure for a Business Purpose. The categories of personal information we have collected over the last twelve months, including, where we collect it, the purpose for collection, and with whom we share it as outlined in this policy (*see, e.g.*, “Collection of Your Personal Information”).

E-mail Communications

From time to time, we may contact you via email for the purpose of providing announcements, promotional offers, alerts, confirmations, surveys, and/or other general communication.

If you would like to stop receiving marketing or promotional communications via email from ipmvs.com, you may opt out of such communications by managing your account on the MailChimp email provider, link access is provided in each communication we send.

External Data Storage Sites

We may store your data on servers provided by third-party hosting vendors with whom we have contracted.

Changes to this Statement

We reserve the right to change this Privacy Policy from time to time. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address specified in your account, placing a prominent notice on our sites, and/or updating any privacy information on our websites. Your continued use of the Site and/or Services

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available through this Site after such modifications will constitute your: (a) acknowledgment of the modified Privacy Policy; and (b) agreement to abide and be bound by that Policy.

Contact Information

We welcome your questions or comments regarding this Privacy Notice. If you believe that we have not adhered to this Notice, please contact us at:

Email: marketing@ipmvs.com

This Notice was last updated on May 2, 2022.