

AWSI Privacy Policy

This privacy policy discloses the privacy practices for Advanced Workplace Strategies, Inc (AWSI). This privacy policy outlines AWSI's general policy and practices for implementing Privacy Principles, including the types of information to be gathered, how that information will be used, and the notice and choice affected individuals have regarding that use of and their ability to correct that information. This privacy policy applies to all Private Information received by AWSI whether in electronic, paper, or verbal format.

Definitions

"Private Information" shall mean information that

1. Can be used to uniquely identify a specific individual,
2. Can be used to uniquely describe a specific individual,
3. Is recorded in any form.

Notice

AWSI shall inform an individual of the purpose for which it collects and uses the Private Information and the types of non-agent third parties to which the AWSI discloses or may disclose that Information. AWSI will provide the individual with the choice and means for limiting the use and disclosure of their Private Information. Notice will be provided in clear language when individuals are first asked to provide Private Information to AWSI, or as soon thereafter as is reasonable. In all circumstances, this notice will be given prior to the AWSI's use or disclosure of the Information for a purpose other than for which it was originally collected.

Choice

AWSI will provide to individuals the occasion to opt out should their Private Information be:

- (1) Disclosed to a third party or,
- (2) Used for a purpose other than the purpose for which it was originally collected.

For Sensitive Private Information, AWSI will give individuals the opportunity to affirmatively or explicitly (opt out) consent to the disclosure of the information for a purpose other than the one for which it was originally collected or subsequently authorized by the individual. AWSI will treat Sensitive Private Information received from an individual the same as the individual would treat and identify it as Sensitive Private Information.

Data Security

AWSI will take reasonable steps to protect Private Information from loss, misuse, and unauthorized access, disclosure, alteration, and destruction. AWSI has implemented appropriate physical, electronic, and managerial processes to secure Private Information from loss, misuse, unauthorized access or

disclosure, alteration, or destruction. AWSI cannot guarantee the security of Private Information on or transmitted via third-party electronic networks such as the Internet.

Data Integrity

AWSI shall take reasonable steps to ensure that Private Information is accurate, complete, current, and reliable for its intended and declared use only.

Access

AWSI shall allow an individual to access their Private Information and permit the individual to correct, amend, or delete inaccurate information, unless the cost of providing access would be disproportionate to the risks to the privacy of the individual in the case in question, or where the rights of other persons would be violated by permitting access to such information.

Enforcement

AWSI uses a self-assessment approach to ensure compliance with this Privacy Policy and verifies periodically that the policy is accurate and comprehensive for the information intended to be covered, prominently displayed, completely implemented, and accessible and in conformity with the Privacy Principles. AWSI encourages interested parties to contact us with any concerns using the contact information provided. AWSI will investigate and attempt to resolve any complaints and disputes regarding use and disclosure of Private Information in accordance with the Privacy Principles.

If a complaint or dispute cannot be resolved through internal process, the AWSI agrees to dispute resolution via a third party.

Updates

This Privacy Policy may change from time to time and all updates will be posted on the website.