

# ONLINE PRIVACY POLICY HIGHLIGHTS

This page highlights some of the key elements of our Online Privacy Policy. Both this page and our Online Privacy Policy apply to [www.epicscareer.com](http://www.epicscareer.com), the official web site of EPICS, LLC, the sites we publish for our various products and any authorized online apps or features that may contain a link to this policy. For more information, please read our complete Online [Privacy Policy](#).

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## ◆ Information Collected

There are two types of information that we obtain from you online, and then store and use:

- non-personal information that's collected automatically; and
- personal information that you voluntarily provide to us

We do not collect any personal information from you when you visit our site unless you expressly and voluntarily participate in an activity that asks for it and you voluntarily provide it. To put it another way, FOR US TO HAVE ACCESS TO YOUR PERSONAL INFORMATION, YOU HAVE TO HAVE MADE A CHOICE TO KNOWINGLY GIVE IT TO US.

[More details](#)

## ◆ Uses of Information

We use voluntarily provided personal information to communicate directly with you including via email, postal mail, text and phone. We do not sell or rent your personal information to third party data vendors or marketing companies. As you might expect, we also disclose your information when required by law.

We use non-personal information to administer our site, make it better, and to make business decisions about what programs our customers might like.

[More details](#)

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## ◆ COPPA and FERPA

We do not intend for this site or any of our authorized features or apps to be used by children under the age of 18, and certainly not by anyone under the age of 13. Therefore, we are not subject to the Children's Online Privacy Protection Act (COPPA); and although we work with schools, we are similarly not subject to the Family Education Rights and Privacy Act (FERPA) either.

[More details](#)

## ◆ Your Privacy Choices

You do not have to provide personal information to enjoy most of the features of our site. You also can opt-out of certain activities like newsletters and announcements by sending us an opt-out email.

[More details](#)

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## ◆ Contacting Us

Questions about this highlights page or our Online Privacy Policy may be sent to:

**Attn: Privacy Office**  
**P.O.Box**  
**Woodbury, CT 06798**

You may also reach us by phone: 860.417.9351

Or by e-mail: [info@epicscareer.com](mailto:info@epicscareer.com)

## ONLINE PRIVACY POLICY

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Thank you for visiting EPICS, LLC's online resources and viewing this privacy policy. We use this policy to tell you about the types of information we collect from you when you visit our site or use authorized features or apps that link to this policy. More specifically, this policy tells you:

- the types of information we collect and how we collect it;
- the ways in which we use, share and protect that information;
- the choices you have in controlling the collection of your information; and
- your ability to access and update your information.

By using our sites or other online resources, you are signifying to us that you agree with this policy. Although the site and resources may contain links to other websites controlled by third parties, you should be aware that we are not responsible for the privacy practices of those, or any other, sites. If you have questions about how those websites collect and use data, you should carefully read those sites' privacy policies.

This privacy policy was amended on June 1<sup>st</sup>, 2016 and is effective as of that date.

### **Some Important Vocabulary**

This privacy policy is a legal document, so clarity is important. We'll use this section to let you know about some words that have special meanings whenever you see them in this policy. Let's start with the word "policy" itself: when we reference "this policy", "this privacy policy" and "our policy", we mean the EPICS, LLC Online Privacy Policy you are reading now. Wherever we say "EPICS, LLC" or "we", "us" or "our", we mean EPICS, LLC and its affiliates. We use the words "you" and "your" to mean you, the reader, and other visitors to our site who are, in all cases, over the age of 18. This age requirement is discussed in more detail later in this policy.

Whenever we reference "this site", "our site" or "the site", we mean the EPICS, LLC web site found at [www.epicscareer.com](http://www.epicscareer.com) and our various product websites including [www.epicscareer.com](http://www.epicscareer.com) and such others as we may make available from time to time. When we talk about "authorized features and apps", we're referring both to elements of our social media presence viewable from Facebook, Twitter, YouTube, Google+, LinkedIn or any of the many other available external third party social media platforms, as well as mobile or other apps we've created and distributed to let our customers and followers view our site or otherwise interact with our content. Last, but definitely not least, when we refer to "personal information", we mean information that can be used to identify you or that can be easily linked to you. Thus, a fairly comprehensive list of "personal information" would include such things as your name, address, telephone number, fax number, email address, social security number and date of birth. In contrast, a domain name or an internet protocol address, would not be considered personal information.

### **Please be a Grown Up: User Age Requirements and Children's Privacy**

Federal law imposes special restrictions and obligations on commercial website operators who direct their operations toward, and collect and use information from children under the age of 13. We take those age-related requirements very seriously, and consistent with it do not intend for this site or any of our authorized features or apps to be used by children under the age of 18, and certainly not by anyone under the age of 13. Therefore, we are not subject to the Children's Online Privacy Protection Act (COPPA); and although we work with schools, we are similarly not subject to the Family Education Rights and Privacy Act (FERPA) either. Moreover, we do not knowingly collect personal information from minors under the age of 18. If we become aware that anyone under the age of 18 has submitted personal information to our site, we will delete that information and will not use it for any purpose whatsoever. We encourage parents and legal guardians to talk with their children about the potential risks of providing personal information over the Internet.

### **Nothing Personal: Automatically Collected Information**

When you visit our site, basic information is passively collected through your web browser via use of tracking technologies, such as “cookies” which utilize various files sent from our servers to your computer hard drive. The information we collect through cookies and other means is **not personal information** and does not individually identify you. It includes things like:

- the domain name and IP address from which you accessed our site
- the type of browser and operating system you use
- the date and time and length of your visit
- the specific page visited, graphics viewed and any documents downloaded
- the specific links to other sites you accessed from our site
- the specific links from other sites you used to access our site

Mobile devices are the one possible exception to the rule that our passive, automatic collection activities exclude personal information. We say that because, if you access our site from a phone or other mobile device, the mobile services provider may transmit to us uniquely identifiable mobile device information which allows us to then collect mobile phone numbers and associate them with the mobile device identification information. Some mobile phone service providers also operate systems that pinpoint the physical location of devices and we may receive this information as well.

Regardless, we use both automatically collected non-personal information and mobile device information only to compile generic reports about popular pages on our site, and to see how our customers and followers are accessing our site. We then use that data to administer the site, make your activities more convenient and efficient and to enhance the functionality of our site, such as by remembering certain of your information thereby saving you time.

### **Now its Personal: Voluntarily Submitted Information**

If you participate in certain activities on our site, you may need to provide us with information about yourself. For example, if you choose to send us an email or fill out an on-line form, you are voluntarily providing personal information to us. In doing so, you are giving us your consent to collect, use and disclose that information for the purpose it is requested and for other reasonable internal business purposes. We do not sell, rent or trade voluntarily submitted personal information with third parties.

If you don't want us to collect this type of personal information, don't provide it! This means you shouldn't participate in the activities on our sites that request or require it. Participation is strictly your choice. Not participating may limit your ability to take full advantage of the site, but it will not affect your ability to access certain information available on the site to the general public.

Here are some of the ways you voluntarily give us your personal information and how we use it:

- **Emails and Texts** - When you send us an email, your email address and any other personal information that may be in the content of your message or attached to it, are retained by us and used to respond back directly to you. The same is true if you send us a text message. If you prefer we not collect, use or store this information, please do not email or text us. Instead, you may want to communicate with us by phone or by regular mail.
- **Registering for Programs and Our Newsletter**- When you register for programs and our various newsletters, you submit personal information to us which we then retain. We use that information to send you information about the applicable program. We also may use any personal information you

provide to customize our programs and newsletter to make them more relevant to you. If you include your email address or a phone number in your registration information we may use it to communicate with you via email and/or phone.

Note that some authorized features and apps may allow users to post or upload messages, comments, screen names, computer files and other materials. If you choose to make personally identifiable information public through these means, we will consider that information to be in the public domain and will not limit its disclosure in the manner described by this policy.

### **Choices you can make: Opt Out and Account Changes**

If we are using personal information you provided to us in order to enable us to send you materials, such as newsletters or product alerts via text or email, and you decide you don't want to receive such materials, you may opt out by following the opt-out instructions in the email or other communication, or the opt-out details provided to you through the applicable program. In addition, you can always opt out by accessing our centralized opt-out link located on our site in order to opt out of any programs in which you may be enrolled. When we receive your request, we will take reasonable steps to remove your name from our distribution lists. Users also need to understand it may take a period of time to remove your name from our lists after your request and due to such latency you may still receive materials for a period of time after you opt out.

### **Things Happen: We do what we can to ensure Information Security**

We will take all reasonable security precautions to protect your personal information provided to our site. Due to the inherently open and somewhat risky nature of the Internet, however, we cannot guarantee that your information, whether during transmission or while stored on our systems or otherwise in our care, will be free from unauthorized access or that loss, misuse, destruction or alteration will not occur. We disclaim any liability for any theft or loss of, unauthorized access or damage to or interception of any data or communications. You should also note that third party companies we engage to provide us with services either to help us in our business, or to perform functions we would otherwise perform ourselves will have incidental access to your information, including your personal information, as part of the work they perform. We require that they enter into confidentiality and other agreements, but cannot guarantee their compliance.

### **Changes to this Privacy Policy**

We reserve the right to change or update this policy from time to time. Please check our site periodically for such changes since all information collected is subject to the policy in place at that time. Typically, we will indicate the effective/amendment date at the beginning of this policy. If we feel it is appropriate, or if the law requires, we'll also provide a summary of changes we've made near the end of the new policy.

### **Contacting Us**

If you have questions about our privacy policy or privacy practices, please contact Our Privacy Office:

**Attn: Privacy Office**  
**EPICS, LLC**  
**P.O. Box**  
**Woodbury, CT 06798**  
**860.417.9351**  
**info@epicscareer.com**