# SW Sales, Inc. Corporate Privacy Policy

Last updated August 5, 2014

SW Sales, Inc. is committed to providing our product and service users with clear and concise information regarding our privacy policy and practices. This Privacy Policy describes in detail our policy and practices regarding the collection, use, and disclosure of user information by the <a href="SW Sales family of companies">SW Sales family of companies</a>, products, and services. By accessing our websites or utilizing our products and services, you consent to the information collection and handling practices outlined in this policy.

#### **Information Collection**

SW Sales, Inc. may collect personal information through our products, services, and websites. The information is gathered from your usage of our products and services, as well as from your entry of information on our websites.

Personal information is information that can be used to uniquely identify you as an individual or contact you directly. This may include contact information such as your name, address, telephone number, and email address. For certain financial, health, or credit-based products and services, personal information may also Include sensitive data such as payment data, credit records, social security numbers, date of birth, and account numbers. Personal information is only collected based upon your choice to provide it to SW Sales, Inc. through our products, services, and websites. You have the option to choose not to provide personal information to us; however, the lack of such personal information will typically prevent SW Sales, Inc. from providing the requested products or services to you.

If you provide us personal information about others, or if others give us your information, we will only use that information for the specific reason for which it was provided to us.

#### **Information Disclosure**

Except as explained in this Privacy Policy, SW Sales, Inc. does not sell, license, or share our users' information outside the SW Sales, Inc. family of companies without the consent and authorization of the user whose information will be shared.

We may share your information within the <u>SW Sales</u>, <u>Inc.</u> family of companies, <u>products</u>, and <u>services</u> for operational and marketing purposes. The SW Sales, Inc. companies that access your information will do so in conformity with the practices described in this Privacy Policy. Sharing this information allows SW Sales, Inc. to provide you with the best customer service experience possible, provide you with the services you have ordered or requested, and notify you of the latest information regarding new or enhanced products, services, and promotions. SW Sales, Inc. may periodically send offers, promotions, and updates regarding our products and services to current and potential users via e-mail. Every marketing e-mail SW Sales, Inc. sends contains instructions and procedures allowing you to opt out of additional marketing e-mails for that product or service.

In some circumstances, we use third-party companies, agents, and contractors to perform services on our behalf, such as website optimization, email distribution, processing credit card transactions, infrastructure and IT services, background screening, and other data processing or handling functions. In the course of engaging these third party services, SW Sales, Inc. only shares your information to the extent reasonably necessary for the third party to perform the services on our behalf. We do not permit these third parties to use or disclose your personal information except for the purpose of providing the services we request of them. However, please note that SW Sales, Inc. does not maintain control over the privacy policies and practices of any third party companies, agents, or contractors.

SW Sales, Inc. also reserves the right to disclose user information if we reasonably believe that such disclosure is necessary to (1) satisfy any applicable legal or regulatory requirement, (2) to respond to a governmental request, as required by law such as to comply with a subpoena, or similar legal process (3) enforce SW Sales, Inc. Terms of Use or investigate potential violations thereof, (4) to protect against fraudulent, malicious, abusive, unauthorized or unlawful use of SW Sales, Inc. products, services, and websites, or (5) to protect our rights or property, or the safety or security of our customers, employees or data.

If SW Sales, Inc. enters into any business transition, restructuring, merger, sale, or other transferring of assets, we reserve the right to transfer user information, including all personal information, as part of or in connection with the transaction. You will be notified via email and/or a prominent notice on our Web site of any change in ownership or uses of your personal information, as well as any choices you may have regarding your personal information.

#### **Information Security**

SW Sales, Inc. implements and maintains physical, administrative, and technical safeguards designed to secure user information and prevent unauthorized access to or disclosure of that information. Under our security policies and practices, access to sensitive personal information is authorized only for those who have a business need for such access, and sensitive records are retained only as long as reasonably necessary for business or legal purposes. SW Sales, Inc. strives to protect the user information that we collect and store, however, no security program is 100% secure and we cannot guarantee that our safeguards will prevent every unauthorized attempt to access, use, or disclose personal information. SW Sales, Inc. maintains security incident response policies and procedures to handle incidents involving unauthorized access to private information we collect or store.

# **Accessing and Updating Personal Information**

In the event that your personal information is found to be outdated, incomplete, or inaccurate, you may access and update your information by logging into your SW Sales, Inc. product or service account. If you require verification that your requested changes have been completed, and such verification is not readily displayed in your product or service account, you may request confirmation at the email address listed below (See "Contact Us").

## **Privacy Policy Changes**

As SW Sales, Inc. develops new products and services, updates or expands technologies, and develops new information uses, we reserve the right to update this Privacy Policy as necessary to reflect such changes. We recommend that you review this policy periodically for any changes that may have been made. Your continued use of SW Sales, Inc. products, services, and websites subsequent to any changes made after your initial consent means that you agree to be bound by those changes. The most current version of this Privacy Policy supersedes all previous versions.

## **Contact Us**

If you have any questions or concerns about the SW Sales, Inc. Privacy Policy or its implementation, you may contact us at <a href="mailto:Raintreewf@aol.com">Raintreewf@aol.com</a> or mail your written inquiry to:

SW Sales, Inc. Raintree Apartments 4516 Barnett RD Wichita Falls, TX 76310 940-691-1692