

Data Research and Handling, Inc

At Data Research and Handling, Inc we recognize that privacy is important. This Privacy Policy applies to all of the products, service, and websites offered by Data Research and Handling, Inc. or its subsidiaries or affiliated companies.

If you have any questions about this Privacy Policy, please feel free to contact us through our website or write to us at:

Privacy Matters c/o

Data Research and Handling, Inc.
Corporate Office
6604 Constitution Drive
Fort Wayne, IN 46804

Information we collect and how we use it

We offer a number of services that do not require you to register for an account or provide any personal information to us. In order to provide our full range of services, we may collect the following types of information:

- Cookies** – When you visit sites maintained by Data Research and Handling, Inc., we send one or more cookies – a small file containing a string of characters – to your computer that uniquely identifies your browser. We use cookies to improve the quality of our service by storing user preferences and tracking user trends, such as how people search. Data Research and Handling, Inc. also uses cookies in its advertising services to help advertisers and publishers serve and manage ads across the web. We may set a cookie in your browser when you visit a website and view or click on an ad supported by Data Research and Handling, Inc. advertising services.
- User communications** – When you send email or other communications to Data Research and Handling, Inc., we may retain those communications in order to process your inquiries, respond to your requests and improve our services.

Data Research and Handling, Inc. only processes personal information for the purposes described in this Privacy Policy and/or the supplementary privacy notices for specific services. In addition to the above, such purposes include:

- Providing our services to users, including the display of customized content and advertising;
- Auditing, research and analysis in order to maintain, protect and improve our services;
- Ensuring the technical functioning of our network; and
- Developing new services.

You can find more information about how we process personal information by referring to the supplementary privacy notices for particular services.

Choices for personal information

When you sign up for a particular service that requires registration, we ask you to provide personal information. If we use this information in a manner different than the purpose for which it was collected, then we will ask for your consent prior to such use. If we propose to use personal information for any purposes other than those described in this Privacy Policy and/or in the specific service privacy notices, we will offer you an effective way to opt out of the use of personal information for those other purposes. We will not collect or use sensitive information for purposes other than those described in this Privacy Policy and/or in the supplementary service privacy notices, unless we have obtained your prior consent. Most browsers are initially set up to accept cookies, but you can reset your browser to refuse all cookies or to indicate when a cookie is being sent. However, some of Data Research and Handling, Inc. sites' features and services may not function properly if your cookies are disabled. You can decline to submit personal information to any of our services, in which case Data Research and Handling, Inc. may not be able to provide those services to you.

Information sharing

Data Research and Handling, Inc. only shares personal information with other companies or individuals outside of Data Research and Handling, Inc. in the following limited circumstances:

- We have your consent. We require opt-in consent for the sharing of any sensitive personal information.
- We have a good faith belief that access, use, preservation or disclosure of such information is reasonably necessary to (a) satisfy any applicable law, regulation, legal process or enforceable governmental request, (b) enforce applicable Terms of Service, including investigation of potential violations thereof, (c) detect, prevent, or otherwise address fraud, security or technical issues, or (d) protect against imminent harm to the rights, property or safety of Data Research and Handling, Inc., its users or the public as required or permitted by law.

If Data Research and Handling, Inc. becomes involved in a merger, acquisition, or any form of sale of some or all of its assets, we will provide notice before personal information is transferred and becomes subject to a different privacy policy.

We may share with third parties certain pieces of aggregated, non personal information, number of users who searched for a particular term, for example, or how many users clicked on a particular advertisement. Such information does not identify you individually. Please contact us at the



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address below for any additional questions about the management or use of personal data.

Information Security

We take appropriate security measures to protect against unauthorized access to or unauthorized alteration, disclosure or destruction of data. These include internal reviews of our data collection, storage and processing practices and security measures, as well as physical security measures to guard against unauthorized access to systems where we store personal data. We restrict access to personal information to Data Research and Handling, Inc., contractors and agents who need to know that information in order to operate, develop or improve our services. These individuals are bound by confidentiality obligations and may be subject to discipline, including termination and criminal prosecution, if they fail to meet these obligations.

Data Integrity

Data Research and Handling, Inc. processes personal information only for the purposes for which it was collected and in accordance with this Privacy Policy or any applicable service-specific privacy notice. We review our data collection, storage and processing practices to ensure that we only collect, store and process the personal information needed to provide or improve our services. We take reasonable steps to ensure that the personal information we process is accurate, complete, and current, but we depend on our users to update or correct their personal information whenever necessary.

Enforcement

Data Research and Handling, Inc. regularly reviews its compliance with this Privacy Policy. Please feel free to direct any questions or concerns regarding this Privacy Policy or Data Research and Handling, Inc. treatment of personal information by contacting us through this web site or by writing to us at:

Privacy Matters c/o

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6604 Constitution Drive
Fort Wayne IN 46804

When we receive formal written complaints at this address, it is the policy of Data Research and Handling to contact the complaining user regarding his or her concerns. We will cooperate with the appropriate regulatory authorities, including local data protection authorities, to resolve any complaints regarding the transfer of personal data that cannot be resolved between Data Research and Handling, Inc. and an individual.

Changes to this Privacy Policy

Please note that this Privacy Policy may change from time to time. We will not reduce your rights under this Privacy Policy without your explicit consent, and we expect most such changes will be minor. Regardless, we will post any Privacy Policy changes on this page and, if the changes are significant, we will provide a more prominent notice (including, for certain services, email notification of Privacy Policy changes). Each version of this Privacy Policy will be identified at the top of the page by its effective date, and we will also keep prior version of this Privacy Policy in an archive for your review.

If you have any additional questions or concerns about this Privacy Policy, please feel free to contact us any time through this web site or toll-free 800-514-7980.



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