

# EXCEL WEBSITE PRIVACY POLICY

**Last Updated: February 2023**

Excel Telemessaging, Inc. (“Excel” “Company,” “us,” or “we”) respects the privacy of the visitors to the Excel website (“website” or “site”).

This Website Privacy Policy (“Website Privacy Policy” “Privacy Policy” or “Policy”) is an agreement between Excel and you, as the user of the Excel website (“you”).

This agreement tells you when this Policy is effective, what information we collect from you, how we might use it, how you can review or change the personal information you provide to us, and how we may change this Policy.

## **1. AGREEMENT TO TERMS OF PRIVACY POLICY AND TERMS OF USE**

**1.1 Agreement to Terms.** All activities in which you may engage on this website are voluntary. You are not required to provide any personal information to us unless you choose to access features on this site that require the information. If you do not agree with the terms of this Policy or the Terms of Use of this website, then you should immediately exit this website and discontinue using the site. If you do not agree with the terms of this Privacy Policy and our Terms of Use posted at <https://exceltelemessaging.com/terms>, please do not provide us with personal information, and leave this website. The Terms of Use of this site are expressly incorporated herein by reference and made a part of this Policy. By using the Excel website, you signify that you agree to the terms of this Privacy Policy as well as to our Terms of Use.

## **2. EFFECTIVE DATE OF AND CHANGES TO PRIVACY POLICY**

**2.1 Effective Dates.** This Privacy Policy is effective as of March 2023 and will remain in effect except with respect to any of its provisions that are changed in the future, in which case the changes will become effective on the date they are posted on the website.

**2.2 Changes to this Policy.** We reserve the right to change this Privacy Policy at any time. Changes, modifications, additions, or deletions will be effective immediately on their posting to this site. You should check this Policy periodically, as its terms may change from time to time. Your continued use of the site after we post any such modifications will constitute your acknowledgment of the modified Policy and your agreement to abide and be bound by the modified Policy. We will also revise the “last updated” date found at the beginning of this Privacy Policy when we post changes to it.

## **3. POLICY APPLICABLE TO ONLINE ACTIVITIES ONLY**

**3.1 Disclaimers.** This Privacy Policy does not extend to anything that is inherent in the operation of the internet, and therefore beyond Excel’s control, and is not to be applied in any manner contrary to applicable law or governmental regulation. This online Privacy Policy only applies to information collected through this site. This Privacy Policy does not apply to any information we may collect from you in any place other than this website.

## 4. GENERAL INFORMATION WE MAY COLLECT

**4.1 General Information.** There may be instances in which we collect information from you that is general in nature (“general information”). Such information may include your Internet Protocol (IP) address. Your computer has an IP address, which is required in order for you to communicate with others via the internet. Such general information, including the click stream data and cookies, as mentioned below, may be collected from you whenever you access the site, whether or not you provide us with any other personal information.

**4.2 Mobile Devices.** A set of website features may be accessible from web-enabled mobile devices. On some devices, functionality may be limited. If you access this website through a mobile device, then we may collect information about your mobile device whether or not you provide us with any other personal information.

**4.3 Click Stream Data.** When you visit our website, we may also collect click stream data. Click stream data is a detailed log of how users navigate through a website. The log typically includes the pages visited, time spent on each page, how they arrived on the page, and where they went next. We may use click stream data for traffic analysis or to determine which features of our site are most or least effective or useful to you.

**4.4 Cookies.** We may also use cookies to gather information about your visits to our website and enhance your experience. A cookie is a small string of information that the website you visit transfers to your computer for identification purposes. Cookies can be used to follow your activity on the website and that information helps us to understand your preferences and improve your website experience. Cookies are also used for such activities as remembering your username and password, if you use such a feature on this site. You can turn off all cookies, in case you prefer not to receive them. Please be aware, however, that when you choose to reject cookies, this choice may limit the functionality of the website you visit and you may lose access to some of its features.

**4.5 How We Respond to “Do Not Track” Disclosures.** Under this Privacy Policy, we may share your information only under specific situations, as described in this Policy. Because we protect all users in this manner, we do not change our behavior in response to a web browser’s “do not track” signal.

**4.6 Use of Google Analytics.** Excel uses Google Analytics to help understand how visitors interact with our website. You can read [Google’s security and privacy policies](#) for Google Analytics. You can choose not to have your data used by Google Analytics by downloading their [opt-out browser add-on](#).

## 5. PERSONAL INFORMATION WE MAY COLLECT

**5.1 Types of Information Collected.** We may ask you for certain information referred to on this site as “personal information,” which includes information that pertains to your identity. Such information may include, but is not limited to, items such as your name, address, email address, telephone number, or credit card number. You may be required to provide personal information to access or use certain parts of our website, such as to use Excel’s online bill pay feature, to apply for employment, to request a quote for services or to use other features of the

site. If you do not provide the requested personal information, you may not be able to access or use the features of the site where such information is requested.

## 6. THIRD PARTIES

**6.1. Disclosing Information to Third Parties.** Except as described in this Policy, we do not sell, trade, or otherwise transfer your personal information or general information to third parties without informing you in advance. We provide some of our services through contractual arrangements with affiliates, services providers, partners and other third parties (collectively, “third parties”). These third parties may use your personal information to operate our sites and to deliver their services. For example, we use third-party service providers to help us process payments and to host the Excel website. These parties will only use your data for the purpose of carrying out the work as agreed with us. The use of your personal information by third parties is governed by the privacy policies of those third parties and is not subject to our control.

**6.2. Links to Third Parties.** For your convenience, we may insert links to third parties on this site. These links take you off of Excel’s site and are beyond our control. This includes links from partners that may use Excel’s logos as part of a co-branding agreement. The sites those links can take you to have their own separate privacy policies and, although we seek to protect the integrity of our site, Excel is not liable for the content and activities of those sites. Your visits and access to such websites is at your own risk. Please note that those other sites may send their own cookies to users, collect data, or solicit personal information.

**6.3. Security.** Excel will release personal or general information without your consent for security purposes, when required by law, or to prevent imminent harm to any person or entity. We will disclose personal or general information on receipt of a court order or subpoena, or to cooperate with a law enforcement investigation, which may include responding to requests and court orders from jurisdictions outside the United States. We fully cooperate with law enforcement agencies in identifying those who use our services for illegal activities. We reserve the right to report to law enforcement agencies any activities that we in good faith believe to be unlawful, as determined in our sole discretion. Release of your personal data for security purposes, as described in this agreement, to any person or entity under any circumstances shall be based on a determination made solely by us, exercising our own discretion, permission for which is expressly granted by you to us in accordance with this Policy.

## 7. CATEGORIES OF INFORMATION COLLECTED.

Information Type	Source	Purposes	Third Parties
<b>Personal Identifiers</b> (Customer Name, Physical Address, Email Address, Phone Number, Age, Business Type, Company Name, Job Title)	Provided directly by customer.	Providing quotes and information about services.  Answering customer questions.  Maintaining and servicing your account	Payment processing vendors.  Customer service software providers.

<b>Website login credentials</b> (Username, Password)	Provided directly by customer.	Maintaining and servicing your account.	Customer service software providers.
<b>Payment Information</b> (Credit Card Information)	Provided directly by customer.	Processing payments for services.	Payment processing vendors.
<b>General Information</b> (IP Address, Cookies, Website Browsing and Interaction Activity, Other Device or Browser Identifiers. See Section 4 of this Policy)	Collected indirectly from customer's browser or device.	Enhancing your user experience  Analytics to improve our products and services  Advertising and marketing our products to you  Detecting security incidents and protecting against malicious, deceptive, fraudulent, or illegal activity.	Marketing and advertising service providers  Website performance and analytics vendors  Fraud prevention and site security

**8. PROTECTION OF YOUR PERSONAL INFORMATION AND GENERAL INFORMATION**

**8.1. Risk of Interception.** Whenever you give out personal information online, there is a risk that third parties may intercept and use that information. While Excel strives to protect your personal information and privacy, we cannot guarantee the security of any information you disclose online. By using this site, you expressly acknowledge and agree that we do not guarantee the security of any data provided to or received by us through this site and that any personal information, general information, or other data or information received from you through the site is provided to us at your own risk, which you expressly assume.

**9. NO USE OF THIS SITE BY PERSONS UNDER 18 PERMITTED**

**9.1 Age.** Excel intends only persons who are 18 years or older to use this website. Excel is committed to protecting the privacy of children and has no intention of collecting personal data from children under the age of 18. We encourage parents and guardians of children under 18 to regularly check and monitor their children's use of email and other activities online.

**9.2 Notice Concerning Children.** We are a general audience site, and do not direct any of our content specifically at children under 18 years of age. We understand and are committed to respecting the sensitive nature of children's privacy online. If we learn or have reason to suspect

that a site user is under age 18, we will promptly delete any personal information in that user's account.

## **10. DELETING OR MODIFYING PERSONAL INFORMATION**

**10.1 Changing Your Information.** You may cancel your registration with the Excel website at any time and you may opt out of receiving any emails or communications from Excel.

**10.2 The Sale of Personal Information.** Excel does not sell your personal information.

**10.3 Right to Request Deletion of Personal Information.** Subject to statutory exclusions, you have the right to request that we delete the personal information that we have collected about you. You may submit a request for deletion by sending an email to [privacy@exceltelemessaging.com](mailto:privacy@exceltelemessaging.com).

## **11. QUESTIONS OR COMMENTS**

**11.1 Contact Information.** If you have any questions or comments relating to our website or this Privacy Policy, send an email to [privacy@exceltelemessaging.com](mailto:privacy@exceltelemessaging.com).