

PRIVACY NOTICE

This privacy notice discloses the privacy practices for <http://www.officeops.org>. This privacy notice applies solely to information collected by this web site. It will notify you of the following:

1. What personally identifiable information is collected from you through the web site, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

Information Collection, Use, and Sharing

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

In general, you remain anonymous when visiting the website. OfficeOps does not collect personal data from visitors to the website, and therefore does not convey any personal data to third parties. The website does not use "cookies" (small strings of data sent to visitors' computers to uniquely identify the computers to the web-server). If you contact OfficeOps by e-mail through our web contact form or directly through your own email client, then we naturally will have your name, e-mail address, and any information in your message. We will use this information only to reply to your message. You may also submit event forms and other personal and professional documents to our email address. These documents will be used only for the specific purpose designated in your email.

Your Access to and Control Over Information

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

OfficeOps endeavors to provide a secure website, but cannot guarantee the confidentiality of electronic communication. Transmissions to and from the website are not encrypted, nor are e-mail messages. Accordingly, you should carefully consider whether to submit sensitive information that you would not want made public, and should recognize that your use of the website is solely at your own risk. We also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

This website may contain links to other websites. OfficeOps is not responsible for their privacy practices or content. OfficeOps may change the features and content of the website. This policy may change accordingly. If our practice of not collecting personal data changes, we will give you the option to have the data used solely for the purpose for which you provided it. You should periodically revisit this webpage to familiarize yourself with our current policy. By visiting this website, you agree to be bound by the then-current policy.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 718-418-2509 or via email at info@officeops.org.