

Records and Data Management, Inc.

Privacy Policy

Date of last revision: February 21, 2021

This privacy policy (“Privacy Policy”) is between Records and Data Management, Inc., a New Mexico corporation (“Company” or “we”), and the person or entity (“you”), whether a technology user (“User”) or technology provider (“Provider”), that has decided to use the Company’s services, any websites or apps associated with the Company, or any features, products, graphics, text, images, photos, audio, video, computer code, or all other forms of data and communications (collectively, “Content”) made available by the Company (together, “Services”).

We value and respect the importance of your privacy. That is why we strive to only send you emails and collect your information when we think that doing so improves your experience in using our Services. If you feel that we could improve in this mission in any way, please let us know by sending us your feedback to the following email address: support@teckedin.com.

1) Information Collection and Use

In using our website, you will never be asked for personal information when viewing content.

If you choose to sign up for our newsletter, request research information or leave a comment, then you will be prompted for your email address and/or name.

A. Personally Identifiable Information: Collection

Personally identifiable information is data that can be used to contact or identify a single person. Through your own submissions, we collect your email if you want to subscribe to our newsletter, your name and email if you want to request research help and name if you want to comment on an article.

If you contribute content, we will include a link to your website or other site, as you instruct. We will list name, address, contact information only with your permission.

B. Personally Identifiable Information: Use

To provide you with the newsletter or research you request. To provide our readers with a way to reach those who contribute content.

C. Non-Personally Identifiable Information: Collection

Non-personally identifiable information includes general details about your computer and connection (including the type of computer/mobile device, operating system, web browser or other software, language preference, and hardware), the referring website, the date and time of visit, and internet content provider information.

D. Non-Personally Identifiable Information: Use

We may use your non-personally identifiable information and behavior gathered from transaction activity, our server log files, or from surveys to perform research on how to make the Services better for our Users and

Providers. The Company and its affiliates may share this aggregated data with business partners or other third parties to better understand our User and Providers, how the website is used, and how it can be made more effective for Users and Providers.

2)Protecting Personal Information

A. Important Disclosures

We reserve the right to disclose your personal information to protect our rights, comply with state or federal laws, judicial proceedings, or a court order. We also reserve the right to share information to investigate, prevent, or take action regarding suspected illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of Terms of Use, or as otherwise required by law.

B. Use in the Event of Acquisition

In the event we merge with or are acquired by another company or entity, we reserve the right to transfer your information to that new operator, without providing you notice of the same.

C. Do Not Track Signals

Some technologies, such as web browsers or mobile devices, provide a setting that when turned on sends a Do Not Track (DNT) signal when browsing a website or app. There is currently no common standard for responding to DNT Signals or even in the DNT signal itself. We do not currently have a mechanism in place to process DNT signals. However, we only track browsing history to determine the raw number of Users, without identifying specific Users, for the purpose of calculating the total number of Users who subscribe to a specific Provider and read specific Provider content.

3)Third Party Use and Waiver of Liability

A. Third Party Use of Information—Generally

We reserve the right to use and disseminate information to third parties in accordance with the provisions of this Privacy Policy.

C. Waiver of Liability

We are committed to protecting your privacy and limit our interactions to third parties which we have confidence will not misuse your information. However, we do not control those third parties. You agree that we are not responsible for any misuse of information by third parties, whether such misuse is through negligence, intentional misconduct, or any action or inaction by a third party or others.

D. Links to Third Parties

Our Services may link to or otherwise provide information from or about other entities, websites, apps, and third-party services and products. These other services may have privacy practices that differ from our own. Please note that we are not responsible for the actions of others. We cannot guarantee and make no endorsement of the accuracy of any information provided by Providers, Users, or any third party. You are solely responsible for investigating those websites, apps, Providers, User, or services or products, including their terms of use, privacy policies, and other information and representations, to determine whether their services or products are right for you.

E. Information of Users

We do not have any control over the actions taken by Users or Providers. We are not responsible for the actions of Users or Providers, the nature or accuracy of the information the Users or Providers provide, or how Users or Providers use or disseminate that information.

4)General Provisions

A. No Unsolicited Personal Information Requests

We will never ask you for your personal information in an unsolicited letter, call, or e-mail. If you contact our customer service representative, we will only use your personal information if necessary to fulfill your request.

B. Cookies

Cookies are small text files that a website writes onto your computer. We use Document360.io for our knowledgebase application. They may use cookies for their application to work properly.

C. Security

The security of our Services is important to us and we use reasonable efforts to secure any information you provide to our systems. Unfortunately, no data transmission over the Internet can be guaranteed to be 100% secure. As a result, we do not and cannot guarantee your security. As with disclosure of any information electronically, there is a risk that any information you disclose through the Services could be collected or used by others. This could result in unsolicited messages from third parties or use of such information by third parties for their own purposes, legal or illegal. You hereby waive any claims against us and agree not to hold us liable for the theft or misuse of personal information.

D. Changing Your Information

Should you wish to change your contact information or cancel your newsletter subscription, please contact us at support@teckedin.com.

E. Questions about Policy

If you have any questions about this Privacy Policy, contact us at: info@teckedin.com.