

## Privacy Policy

### Overview

Three Olive Solutions, LLC cares about protecting your privacy and understands that you care how information about you is used and shared. This notice (this “Privacy Policy”) describes how we may collect and use personal information about you, with whom we may share it, what choices you have regarding it, and how we protect it. This Privacy Policy is incorporated into and made a part of the Terms of Use of the Three Olive Solutions, LLC corporate Web site ([www.3olivesolutions.com](http://www.3olivesolutions.com), the “Site”) and we encourage you to become familiar with our privacy practices, as stated below. By accessing and using the Site, you agree that you have read and understand this Privacy Policy and you accept and consent to the privacy practices described below.

### What Information Do We Collect?

Three Olive Solutions may collect various types of information from or about you through or in connection with the Site. For example, if you register as a subscriber to any of the products or services that we offer through the Site, you supply us with basic contact and billing information (such as your name, address, telephone number, e-mail address, company name, and credit card information) during the registration process. By supplying us with this information, we can complete your purchase and allow you to take full advantage of the products and services to which you subscribe.

In addition, if you correspond or communicate with Three Olive Solutions or its customer service representatives, Three Olive Solutions may retain the content of and metadata regarding that correspondence and communication, regardless of the mode or medium by which it was made. This information helps Three Olive Solutions to improve the Site and the materials, products, and services that we offer through the Site, and to more effectively and efficiently respond to both current and future inquiries.

As with many other Web sites, the Web servers used to operate the Site collect certain data pertaining to you and the equipment and communications method that you use to access the Internet and the Site. Without combining these data with other sources of information, they do not readily identify you. They do reveal such things as the Internet protocol (“IP”) address assigned to a computer, the specific pages accessed on the Site, the universal resource locator (“URL”) of the Web page viewed immediately prior to visiting the Site, and the approximate amount of time spent at the Site. This information is collected to, among other things; facilitate Site operation and system administration, to generate aggregate, non-identifiable statistical information regarding Site activity and use, and to improve content and content delivery with regard to the Site and the materials, products, and services that we make available on the Site.

Three Olive Solutions also uses “cookies” (small text files stored on your computer) to help track and customize your access to and use of the Site. Cookies store and retain information that helps us recognize you when you return to the Site following a previous visit. Cookies may also store any logon or ID that may be created or assigned to you by Three Olive Solutions and the associated password, although this information is stored on your computer in encrypted form. Most popular Internet browsers allow you to configure them so as not to accept cookies. However, setting your browser to reject cookies may prevent you from taking full advantage of the Site and the materials, products, and services that Three Olive Solutions makes available on the Site.

#### How Do We Use The Information That We Collect?

In addition to the uses mentioned or described above, Three Olive Solutions uses the information that it collects from or about you to improve the materials, products, and services that are made available on the Site, to notify you of changes made to the Site or of new products or services that are made available on or through the Site, to evaluate your needs and customize the Site content that is delivered to you, to facilitate the processing of any purchases you make through the Site and the delivery of our products and services to you, and for other legitimate and lawful business purposes of Three Olive Solutions. Three Olive Solutions does not otherwise share personally identifiable information collected about you with third parties, except that (unless you tell us not to) we might from time to time, in certain limited circumstances, share your contact information with some of our business associates in connection with selected special programs or promotions which seem particularly suited to your interests. In addition, should you register through Three Olive Solutions or the Site as a participant in one of these programs or promotions, we may acknowledge your registration and notify our applicable business associate of your registration, thereby enabling you to receive the corresponding program benefits.

It is our policy not to sell lists containing personal information about Site users, registrants, or subscribers, and we do not share credit card or other financial information about you except as necessary to deliver, bill, and collect for the products or services that you purchase or subscribe to through the Site. We may, however, combine or aggregate personal information about you, in de-identified form (that is, in a form that does not personally or individually identify you), with other data regarding our products, services, or other customers and use the resulting aggregated information for various purposes, including sharing it with our customers and with third parties.

#### What Choices Do You Have?

You may update at any time the registration information that you entered in subscribing to any of the products or services that we offer through the Site. By contacting or sending a request to us at the numbers or addresses given below, you may also ask us to remove your name from our list of Site users who wish to receive communications and e-mail advertisements from Three Olive Solutions and its business associates. Once you opt-out through such a request, we will honor your choice until you inform us

otherwise. Please remember, however, that if we have already shared information about you pursuant to your registration or participation in any special programs offered by our business associates (as described above), we have no control over how those business associates may further use that information and you will need to contact them directly in that regard.

E-mail: [info@3olivesolutions.com](mailto:info@3olivesolutions.com)

Three Olive Solutions, LLC  
Attn: Customer Support  
229 W. Fremont Avenue  
Elmhurst, IL 60126-2355  
Telephone: 800-753-5821  
Facsimile: 630-993-1079

#### How Do We Protect Information Collected About You?

Three Olive Solutions places a high value on protecting personal information transmitted through the Site. For this reason, we use advanced security solutions, including 128-bit secure sockets layer (“SSL”) encryption technology, to process payments and to help provide secure communications. In addition, the Site is protected by a firewall that provides a high degree of security. However, while Three Olive Solutions takes commercially reasonable measures to secure and protect customer-specific information transmitted through or stored on our Site, no security system is impenetrable and communications over the Internet may be intercepted. Therefore, we cannot guarantee that personal information supplied by users of the Site will be totally secure.

#### Changes to Privacy Policy

From time to time, Three Olive Solutions may change its privacy practices because of changes in the relevant and applicable legal or regulatory requirements, in our business or business practices, or in our attempts to better serve your needs. In the event of such a change to our privacy practices, notice will be given in the manner described in the Terms of Use for the Site and a revised Privacy Policy will be posted on the Site.

#### Business Transfers

As Three Olive Solutions continues to grow and develop its business, it is possible that its corporate structure might change or that Three Olive Solutions might merge or otherwise combine with, or that substantially all of its assets might be acquired by, another company. In any such transactions, customer information generally is, most probably will be, and should be expected to be, among the transferred business assets.

#### Linked Sites

For your convenience, some hyperlinks may be posted on the Site that link to other Web sites not under the control of Three Olive Solutions. We are not responsible for, and this Privacy Policy does not apply to, the privacy practices of those sites. We encourage you to seek out and read the privacy policy of any Web site that you visit. In addition, when you initiate a transaction on another Web site, even if you reached that site through a link posted on our Site, the information that you submit to complete that transaction becomes subject to the privacy practices of that Web site. You should read the privacy policy of that site to understand how personal information that it collects is used, shared, and protected. Three Olive Solutions is not responsible for the privacy or information practices of its suppliers or business associates or of any third-party Web sites.

Who Can You Contact For More Information?

Please direct any other questions regarding our privacy practices or this Privacy Policy to Three Olive Solutions at [info@3olivesolutions.com](mailto:info@3olivesolutions.com) or by calling us at 800-753-5821.

Acknowledgement

**YOU ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTAND AND CONSENT TO THE PRIVACY PRACTICES DESCRIBED IN THIS PRIVACY POLICY AND AGREE TO BE BOUND BY THE TERMS OF USE REFERENCED HEREIN.**

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