

Daryl Flood, Inc. Privacy Policy

1. Introduction

- 1.1 We are committed to safeguarding the privacy of our customers. In this policy we explain how we will treat your personal information.
- 1.2 By accepting our services, you consent to our collection, use and retention of your personal data required for us to provide those services to you.

2. Collecting Personal Information

- 2.1 We may collect, store and use the following kinds of personal information:
 - (a) Information that you provide to us when we are estimating the cost of providing service to you (name, address, phone number, email address, employer, job title, social security number, passport number, age, gender and family relationships).
 - (b) Information that you provide to us when using our services (same information as in 2.1 (a) plus credit card numbers).
 - (c) Information relating to any purchases you make of our services or any other transactions that you enter into with our company (same information as 2.1 (b)).
 - (d) Information contained in or relating to any communication that you send to us or send through our website, including the communication content and metadata associated with the communication.
 - (e) Any other personal information that you choose to send to us.
- 2.2 Before you disclose to us the personal information of another person, you must obtain that person's consent to both the disclosure and the processing of that personal information in accordance with this policy.

3. Using Personal Information

- 3.1 Personal information submitted to us will be used for the purposes specified in this policy.
- 3.2 We may use your personal information to:
 - (a) Administer our website and business.
 - (b) Personalize our communications with you.
 - (c) Enable your use of our available services.
 - (d) Supply to you services purchased from us or our authorized agents and partners.
 - (e) Send statements, invoices and payment reminders to you, and collect payments from you.
 - (f) Send you non-marketing communications.
 - (g) Send you email notifications that you have specifically requested.

- (h) Send you marketing communications relating to our business which we think may be of interest to you (you can request that marketing communications be halted at any time).
 - (i) Deal with inquiries and complaints made by or about you relating to our services.
 - (j) Keep our website secure and prevent fraud.
 - (k) Verify compliance with the terms and conditions governing our services that we provide to you.
- 3.3 We will not, without your express consent, supply your personal information to any third party for the purpose of their or any other third party's direct marketing.

4. Disclosing Personal Information

- 4.1 We may disclose your personal information to any of our employees, officers, insurers, professional advisers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes set out in this policy.
- 4.2 We may disclose your personal information:
- (a) To the extent that we are required to do so by law;
 - (b) In connection with any ongoing or prospective legal proceedings;
 - (c) In order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);
 - (d) To the purchaser (or prospective purchaser) of any business or asset that we are (or are contemplating) selling;
 - (e) To any person who we believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.
- 4.4 Except as provided in this policy, we will not provide your personal information to third parties.

5. International Data Transfers

- 5.1 Information that we collect may be stored and processed in and transferred between any of the countries in which we operate in order to enable us to use the information in accordance with this policy.
- 5.2 Information that we collect may be transferred to the following countries which do not have data protection laws equivalent to those in force in the European Economic Area: [the United States of America, Russia, Japan, China and India].
- 5.3 You expressly agree to the transfer of personal information described in Section 6 by accepting any of our professional services.

6. Retaining Personal Information

- 6.1 Section 6 sets out our data retention policies and procedures, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal information.
- 6.2 Personal information that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- 6.3 Without prejudice to Section 6.2, we will usually delete personal data in accordance with our Information Security Policy.
- 6.4 Notwithstanding the other provisions of Section 6, we will retain documents (including electronic documents) containing personal data:
 - (a) To the extent that we are required to do so by law;
 - (b) If we believe that the documents may be relevant to any ongoing or prospective legal proceedings; and
 - (c) In order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk).

7. Security of Personal Information

- 7.1 We provide data security in accordance with our Information Security Policy.
- 7.2 You acknowledge that the transmission of information over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

8. Amendments

- 8.1 We may update this policy periodically by publishing a new version on our website.
- 8.2 You should check this page occasionally to ensure you are aware of any changes to this policy.
- 8.3 We may or may not notify you of changes to this policy by email or other means.

9. Your Rights

- 9.1 You may request that we provide you with any personal information we hold about you. Provision of such information will be subject to the supply of appropriate evidence of your identity.
- 9.2 We may withhold personal information that you request to the extent permitted by law.

10. Updating information

- 10.1 Please let us know if the personal information that we hold regarding your identification needs to be corrected or updated.

You can contact us by writing to our corporate headquarters at 450 Airline Drive; Suite 100; Coppel, TX 75019; by email at info@darylfflood.com or by telephone at 1.800.325.9340.