

## Privacy Policy for Personal Data

### Overview

The Emergency Personnel Information Center (EPIC) is wholly owned and managed by IndustrySuite LLC d/b/a Real-Time Technology Group (RTTG). In the course of conducting our information management services for customers worldwide, Emergency Personnel Information Center (“EPIC”) collects and processes personally identifiable information of our clients, vendors, business partners, Web site visitors and other persons (Personal Data). Maintaining the integrity and confidentiality of Personal Data and handling it correctly is central to the way we conduct our business activities. This policy describes how we handle Personal Data.

Personal Data is information that can be used directly or indirectly to identify a living individual. Personal Data may include sensitive categories of information, such as information that reveals pedigree information, physical characteristics, places of residence and/or employment, technical certifications, access rights and other personally identifiable data (Sensitive Personal Data).

This policy applies to RTTG, its representatives and respective employees, and is effective as of February 1, 2007. All individuals with access to Personal Data are required to abide by this policy.

This policy is designed to protect Personal Data under applicable law as it currently exists. However, RTTG realizes that this policy cannot address every potential issue and circumstance. Therefore, we acknowledge that this policy is subject in all respects to applicable local legal and regulatory requirements, including contractual obligations public agencies, and confirm that we will comply with such requirements and existing agreements.

### Information Automatically Collected

RTTG uses your IP address and Cookies to help securely identify system users, store user preferences, log session activity, and diagnose technical problems.

### User Supplied Information

The EPIC web site gives users the ability to provide or enter information, including personal or confidential information, about the user, its employees and/or contractors. Examples may include contact information (such as name, home address, phone number or email), unique identifiers (such as username, password, social security number or other identity documents), demographic information (such as zip code), training information (such as technical certifications or safety training), identity verification and background screening results, and other personal or confidential information. Such user supplied information is collected by RTTG to verify the user's identity and criminal background, allow for database linkage, provide reporting capability (such as screening results), allow for record keeping and tracking of data, including its review and verification services (subscribed to by certain law enforcement agencies with users' permission). The Personal Data supplied is provided at each user's discretion and will be used only as specified above.

### Security

RTTG will take reasonable security procedures through appropriate technical and organizational measures to protect against unauthorized or unlawful access or processing, disclosure, alteration, destruction or accidental loss of Personal Data.

RTTG will utilize reasonable means to keep Personal Data accurate, complete and current in order to protect the quality and integrity of Personal Data, however, we rely on individuals to provide all relevant information and to advise us of any changes to their Personal Data to ensure that it remains accurate, complete and current.

The EPIC site has security measures in place to protect the loss, misuse, and alteration of the information under our control. Personal Data will only be accessible and processed only by (i) RTTG representatives, suppliers, business partners and others who require access for the performance of their obligations to EPIC and or RTTG; (ii) any person granted access by the individual to whom Personal Data pertains; and (iii) those otherwise authorized by law or court order. While no site can guaranty 100% online security, technology systems utilized by RTTG feature industry standard or better measures in place that protect against the unintended disclosure or use of information.

## **Consent to Participate**

We will process Personal Data only with consent or when such processing is permitted by applicable law. Until consent is recorded, access to Personal Data is strictly limited to EPIC and or RTTG business and system administrators. Upon receiving consent for processing, access to Personal Data is limited to authorized law enforcement agencies, relevant service providers and applicable sponsors of each respective applicant. RTTG will not process Personal Data in a manner incompatible with the purposes for which it was originally collected unless later authorized by the affected individual or allowed by law. RTG will take reasonable steps to ensure that only relevant data, and not excessive in relation to authorized processing purposes, is provided to authorized users.

## **Data Quality**

EPIC and/or RTTG will allow individuals access to the Personal Data to verify, correct or delete their data, where proven inaccurate. RTTG will also provide a means for individuals to exercise all other legal rights that they may have in relation to their Personal Data. Changes to information previously provided can be made by contacting EPIC customer service personnel. Further validation of information provided may be required.

## **Advertisers**

We may display ads on our site. These ads may contain cookies. At no time will Personal Data be accessible to Advertisers.

## **Contact Us**

If you have any questions or comments about this policy or our privacy practices, please contact us.

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