

# InterWrap Privacy Policy

Effective as of Nov 15, 2013

The following privacy policy explains how InterWrap will collect, use, disclose and store the personal information you provide to InterWrap employees at trade shows or via forms and applications on our website. This includes all InterWrap promotions, websites information requests and email communications. It also may include InterWrap social media pages.

## Consent

By providing information to InterWrap via email, in person, by phone, mail, fax or the internet via our online digital platforms, you consent to the collection, use and disclosure of your personal information in the manner described in this Privacy Policy, as amended from time to time.

We reserve the right to revise this Privacy Policy, without notice by updating this webpage.

This privacy policy discloses the privacy practices for InterWrap Inc. ([www.interwrap.com](http://www.interwrap.com)). This privacy policy applies solely to information collected by InterWrap and its employees.

This policy outlines the following:

1. What personally identifiable information is collected from you, 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 unauthorized access and misuse of your information.
4. How you can access and correct any inaccuracies in your information.
5. The retention of your personal information
6. Contact information for the person in our organization who can answer any questions you have regarding the collection, use and disclosure of your personal information.
7. InterWrap's customer complaint procedure

## Information Collection, Use, and Sharing

InterWrap are the sole owners of the information collected. We only have access to and 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.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e.g. to ship an order.

Unless you ask us not to, we may contact you via email in the future to tell you about specials, new products or services, or changes to this privacy policy.

## Access to and control of your Information:

- You may opt out of any future contacts from us at any time. You may do so at any time by contacting our Marketing Coordinator at [info@interwrap.com](mailto:info@interwrap.com) or by phone at 800-567-9727 E2874
- 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.

### **Surveys & Contests**

From time-to-time we may contact you via email, mail or via our website requesting information via surveys or contests. Participation in these surveys or contests is completely voluntary and you may choose whether or not to participate and therefore disclose this information. Information requested may include contact information (such as name and shipping address), and demographic information (such as zip code, age level). Contact information will be used to notify the winners and award prizes. Survey information will be used for purposes of monitoring or improving the use and satisfaction of our promotions or website.

### **Security**

We take reasonable precautions to keep the information that we collect secure, including organizational, physical and electronic precautions. You can be assured that when you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Your personal information will be stored in a secure manner and only those employees who require 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.

### **Retention of Your Personal Information**

When your personal information is no longer required for the purposes set out in this policy, we will destroy or render this information non-identifiable.

### **Updates**

We reserve the right to amend our Privacy Policy from time to time and all updates will be posted on this page.

### **Complaint Procedure and Contact Information**

If you feel that we are not abiding by this privacy policy, or if you have any other concerns regarding the collection, use or disclosure of your personal information, please contact our Marketing Coordinator via telephone at 800-567-9727 E2874 or via email at [info@interwrap.com](mailto:info@interwrap.com). Your concern will be investigated promptly and you will be notified as soon as possible of the outcome of the investigation and any action required as a result.