



PERS Privacy Notice

Our Commitment to Privacy

Your privacy is important to us. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available through a link at the bottom of each page within this website.

The Information We Collect

This notice applies to all information collected or submitted on the PERS website. Through our site, you can order products, submit questions, and register for our services. The types of information collected may include:

- Names of business;
- Business addresses (physical and mailing);
- Names of company representatives;
- Email addresses;
- Phone numbers; and
- Credit/Debit Card Information.

The Way We Use Information

We use the information you provide about your business and personnel to establish and maintain your account. When placing a product order, we use your information only to complete that order. We do not share this information with outside parties except to the extent necessary to complete and ship that order.

We use the information you provide about someone else when placing an order only to ship the product and to confirm delivery. We do not share this information with outside parties except to the extent necessary to complete that order.

Use of Email Addresses

For persons not registered with PERS as an existing customer, we use email addresses to respond to contact form submissions we receive or to provide requested information about our company and the services we provide. Such email addresses are not used for any other

purpose and are not shared with outside parties. You may register to join our mailing list to subscribe to our newsletter. Out of respect for your privacy, we provide the option to opt-out at any time.

If you are registered with PERS as an existing customer, we will use the email address specified for your designated correspondence contact to send notification about the status of your account (renewal notices, transactions, etc.). We may also send emails to persons listed as an alternate correspondence contact and transactional emails to the person designated as the accounts payable contact.

We will use emails to provide requested information to our existing customers, such as regulatory compliance guidance and related information. We may also email our newsletter, compliance bulletins, and other information to existing PERS customers. You may opt-out from receiving such emails at any time.

Finally, we never use or share the personally identifiable information provided to us online in ways unrelated to those described above. Emails provided to PERS are never shared with outside parties.

Our Commitment to Data Security

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

How You Can Access, Change, or Correct Your Information

You can access all your company and personnel information that we collect and maintain by logging into your account. You can correct factual errors in your company and personnel information or change information as needed. To protect your privacy and security, we take reasonable steps to verify your identity before granting access. We use this procedure to better safeguard your information.

How to Contact Us

Should you have questions or concerns about these privacy policies, please contact our office using one of the below contact methods:

Online Form: www.pers-er.com (Contact Us page)

By Telephone: 1-800-728-2482

By U.S. Mail: PERS, P.O. Box 1560, Ogden, UT 84402-1560