

# PRIVACY POLICY

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## **Collection of your Personal Information**

NMSI collects personally identifiable information, such as your e-mail address, name, home or work address and telephone number. If you register on the NMSI Website, NMSI may also collect information regarding your education history and background, information regarding your current job and prior work history, demographic information such as gender, age and ethnicity, and other information designed to help NMSI provide services and information to you and/or to help NMSI understand the demographics of the people using the NMSI Website. If you donate to NMSI through the NMSI Website using a credit card, then NMSI will also collect credit card information including credit card number, expiration date and card security code.

Information about your computer hardware and software is automatically collected by NMSI for the operation of the NMSI Website and service, to maintain quality of the NMSI Website and service, and to provide general statistics regarding use of the NMSI Website. This information can include: your IP address, browser type, domain names, access times and referring Web site addresses.

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NMSI is not responsible for the privacy statements, terms and conditions, or other policies or content on websites outside of the NMSI Website, or for any use of personal information or data collected by such third party websites, regardless of whether links to such third party websites are provided on the NMSI Website.

## **Use of your Personal Information**

NMSI collects and uses your personal information to operate the NMSI Web site and deliver the services you have requested. NMSI may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

NMSI does not use, share or disclose any personally identifiable information about you without your explicit consent. By entering personally identifiable information and demographic information in the NMSI Website, you consent to NMSI using such information in connection with the operation of the NMSI Website and to provide features and services to you through the NMSI Website. NMSI keeps track of the Website pages our customers visit within NMSI, in order to determine what NMSI services are the most popular. However, NMSI will not sell or share any personally identifiable information about you to any third party without your prior explicit consent. NMSI may however use and share aggregated data and information that provides aggregated or overall data and statistics, but which is not traceable to any particular individual or NMSI Website user and does not contain any personally identifiable information that would connect such aggregated data and information to any particular user or customer.

NMSI will not sell or share any personally identifiable information about you to any third party without prior explicit consent. NMSI may contact you on behalf of external business partners about offerings that may interest you, but your unique personally identifiable information (i.e. e-mail, name, address, telephone number, etc.) is not transferred or disclosed to any third party.

Notwithstanding the foregoing, NMSI may share data and information with trusted partners in certain circumstances as necessary to help us perform statistical analysis, send you email or postal mail, provide customer support, arrange for deliveries, or otherwise provide services requested by you through the NMSI Website. All such third parties are prohibited from using your personal information except as necessary to provide these services to NMSI, or to you through NMSI, and they are required to maintain the confidentiality of your information.

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### **Use of Cookies**

NMSI websites use "cookies" to personalize your online experience and to analyze our traffic. A cookie is a text file that is placed on your hard disk by a Web page server. You have the ability to accept or decline cookies through your web browser's settings. If you choose to decline cookies, you may not be able to fully experience the interactive features of NMSI services.

### **Security of your Personal Information**

NMSI secures your personal information from unauthorized access, use or disclosure, storing personally identifiable information users provide on computer servers in a controlled, secure environment, protected from unauthorized access, use or disclosure. When personal information is required to be transmitted to other parties or websites (i.e. credit card numbers as required to process payment through the credit card), it is protected through the use of encryption, such as the Transport Layer Security (TLS 1.2+) protocol.

### **Data Breach**

If NMSI knows or learns of a security breach by an unauthorized party with respect to the NMSI Website, or that any user data or personal information collected by NMSI was accessed or used for an unauthorized purpose, NMSI will comply with all applicable data breach laws and regulations, and will use reasonable efforts to notify you of such security breach without unreasonable delay so that you can take appropriate actions.

### **Changes to Privacy Policy**

NMSI reserves the right, at its sole discretion, to modify, add or remove portions of this Privacy Policy from time to time. NMSI will note any such changes by updating the publication date of this Privacy Policy. It is each User's responsibility to check this Privacy Policy periodically for changes. The continued use of the NMSI Website or services following the posting of any changes to this Privacy Policy constitutes each customer or user's acceptance of such modifications, additions, deletions or changes. Email notifications will be sent to contracted entities if there are significant changes to this Privacy Policy

### **Contact Information**

If you have any questions about this Privacy Policy or the NMSI Website, please contact us at:

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