APTSI-OH LLC. values its users' privacy. This Privacy Policy ("Policy") will help you understand how we collect and use personal information from those who visit our website or use our online facilities and services and what we will and will not do with the information we collect. Our Privacy Policy has been designed and created to assure those affiliated with APTSI-LLC. of our commitment and realization of our obligation to meet and exceed most existing privacy standards.

APTSI-OH LLC. reserves the right to make changes to this Policy at any given time. If you have yet to register with us and want to ensure you are updated with the latest changes, we advise you to visit this page frequently. If you are a registered user, we will notify you via email of any changes or updates to this Policy. If at any point in time APTSI-OH LLC. decides to use any personally identifiable information on file in a manner vastly different from that stated when this information was initially collected, the user or users shall be promptly notified by email. Users shall have the option to permit the use of their information in this separate manner at that time.

This Policy applies to APTSI-OH LLC., and it governs all data collection and usage by us. Through the use of <u>www.aptsi-oh.org</u>, you consent to the data collection procedures expressed in this Policy.

Please note that this Policy does not govern the collection and use of information by companies that APTSI-OH LLC. does not control, nor by individuals not employed or managed by us. If you visit a website, we mention or link to, review its privacy policy before providing the site with information. It is highly recommended that you review the privacy policies and conditions of any website you use or frequent to understand better how websites garner, use, and share the information collected.

Specifically, this Policy will inform you of the following:

- What personally identifiable information is collected from you through our website.
- Why we collect personally identifiable information and the legal basis for such collection.
- 3. How we use the collected information and with whom it may be shared.
- 4. What choices are available to you regarding the use of your data and
- 5. The security procedures in place to protect the misuse of your information.

Information We Collect

It is always up to you whether to disclose personally identifiable information to us. However, if you elect not to do so, we reserve the right not to register you as a user or provide you with any products or services. This website collects various types of information, such as:

- Voluntarily provided information, including your name, address, email address, billing or credit card information, etc., which may be used when you purchase products or services and to deliver the services you requested.
- 2. Information automatically collected when visiting our website may include cookies, third-party tracking technologies, and server logs.

In addition, APTSI-OH LLC. may have the occasion to collect non-personal anonymous demographic information, such as age, gender, household income, political affiliation, race, and religion, as well as the type of browser you are using, IP address, or type of operating system, which will assist us in providing and maintaining superior quality service.

APTSI-OH LLC. may also deem it necessary to follow websites that our users may frequent to gleam what types of services and products are the most popular to customers or the general public.

Please rest assured that this site will only collect personal information that you knowingly and willingly provide us through surveys, completed membership forms, and emails. This site intends to use personal information only for the purpose for which it was requested and any additional uses expressly provided for in this Policy.

Why We Collect Information and For How Long

We are collecting your data for several reasons:

- 1. To better understand your needs and provide you with the requested services
- 2. To fulfill our legitimate interest in improving our services and products.
- To send you promotional emails containing information we think you may like when we have your consent to do so.
- 4. We will contact you to fill out surveys or participate in other types of market research when we consent.
- 5. To customize our website according to your online behavior and personal preferences.

The data we collect from you will be stored only as long as necessary. The length of time we retain said information will be determined based upon the following criteria: the length of time your personal information remains relevant; the length of time it is reasonable to keep records to demonstrate that we have fulfilled our duties and obligations; any limitation periods within which claims might be made; any retention periods prescribed by law or recommended by regulators, professional bodies or associations: the type of contract we have with you, the existence of your consent, and our legitimate interest in keeping such information as stated in this Policy.

Use of Information Collected

APTSI-OH LLC. does not now, nor will it in the future, sell, rent, or lease any of its customer lists or names to any third parties.

APTSI-OH LLC. may collect and use personal information to assist in the operation of our website and ensure delivery of the services you need and request. At times, we may find it necessary to use personally identifiable information to keep you informed of other possible products or services that may be available to you from <u>www.aptsi-oh.org</u>.

APTSI-OH LLC. may also contact you regarding completing surveys or research questionnaires related to your opinion of current, potential, or future services that may be offered.

APTSI-OH LLC. uses various third-party social media features including but not limited to https://www.facebook.com/profile.php?id=100087037660560 and other interactive programs. These may collect your IP address and require cookies to work correctly. The providers' privacy policies govern these services and are not within APTSI-OH LLC.'s control.

Disclosure of Information

APTSI-OH LLC. may not use or disclose the information provided by you except under the following circumstances:

- 1. As necessary to provide services or products you have ordered.
- 2. In other ways described in this Policy or to which you have otherwise consented.
- 3. In the aggregate, with additional information in such a way that your identity cannot reasonably be determined.
- 4. as required by law or in response to a subpoena or search warrant
- 5. to outside auditors who have agreed to keep the information confidential.
- 6. as necessary to enforce the Terms of Service on our website.

7. as necessary to maintain, safeguard, and preserve all the rights and property of APTSI-OH LLC.

Non-Marketing Purposes

APTSI-OH LLC. greatly respects your privacy. We maintain and reserve the right to contact you if needed for non-marketing purposes (such as bug alerts, security breaches, account issues, changes in APTSI-OH LLC. products and services, or changes to this Policy). We may use our website, newspapers, or other public means to post a notice in certain circumstances.

Children under the age of 13

APTSI-OH LLC.'s website is not directed to and does not knowingly collect personally identifiable information from children under the age of thirteen (13). If it is determined that such information has been inadvertently collected on anyone under the age of thirteen (13), we shall immediately take the necessary steps to ensure that such information is deleted from our system's database, or in the alternative, that verifiable parental consent is obtained for the use and storage of such information. Anyone under the age of thirteen (13) must seek and obtain permission from a parent or guardian to use this website.

Unsubscribe or Opt-Out

All users and visitors to our website have the option to discontinue receiving communications from us by way of email or newsletters. To discontinue or unsubscribe from our website, please send an email that you wish to unsubscribe to <u>Customer.Service@APTSI-OH.org</u>. If you want to unsubscribe or opt-out from any third-party websites, you must go to that specific website to unsubscribe or opt out. APTSI-OH LLC. will continue to adhere to this Policy regarding any personal information previously collected.

Links to Other Websites

Our website does contain links to affiliates and other websites. APTSI-OH LLC. does not claim nor accept responsibility for any privacy policies, practices, or procedures of different websites. Therefore, we encourage all users and visitors to be aware when they leave our website and to read the privacy statements of every website that collects personally identifiable information. This Policy applies only and solely to the information collected by our website.

Notice to European Union Users

APTSI-OH LLC.'s operations are located primarily in the United States. If you provide information to us, it will be transferred out of the European Union (EU) and sent to the United States. (The adequacy decision on the EU-US Privacy became operational on August 1, 2016. This framework protects the fundamental rights of anyone in the EU whose personal data is transferred to the United States for commercial purposes. It allows the free transfer of data to companies certified in the US under the Privacy Shield.) By providing us with personal information, you consent to its storage and use as described in this Policy.

Security

APTSI-OH LLC. takes precautions to protect your information. When you submit sensitive information via the website, your information is protected online and offline. Wherever we collect sensitive information (e.g., credit card information), that information is encrypted and securely transmitted to us. You can verify this by looking for a lock icon in the address bar and looking for "https" at the beginning of the webpage's address. While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers and servers where we store personally identifiable

information are kept in a secure environment. This is all done to prevent any loss, misuse, unauthorized access, disclosure, or modification of the user's personal information under our control.

The Company also uses Secure Socket Layer (SSL) for authentication and private communications to build users' trust and confidence in the internet and website use by providing simple and secure access and communication of credit card and personal information.

Acceptance of Terms

By using this website, you accept the terms and conditions stipulated in this Privacy Policy Agreement. If you disagree with our terms and conditions, you should refrain from further use of our sites. In addition, your continued use of our website following proper notification or the posting of any updates or changes to our terms and conditions shall mean that you agree and accept such changes.

How to Contact Us

If you have any questions or concerns regarding this Privacy Policy as it relates to our website, please feel free to contact us at the following email, telephone number, or mailing address:

Email:	Customer.Service@APTSI-OH.org
Phone:	(513) 201 - 7164
Mail:	APTSI-OH LLC.
	709 Anderson Ferry Rd Cincinnati, Ohio 45238
	Attention CEO & President