

BYTE RECOVER ENTERPRISES™

Privacy Policy

Byte Recover Enterprises (“Company”, “our”, “us”, or “we”) is committed to protecting your privacy. This Privacy Policy details the steps we take to protect your personal information when you visit our website or when you contact us. It describes how we process personal information relating to you, including the types of personal information that we collect, the purposes for which we use it, the types of third parties with which we share it, and any rights you may have with respect to such information. Personal information is information, or a combination of pieces of information, that allow you to be identified.

This Privacy Policy applies when you contact us, for example, with a comment, inquiry or when returning a completed Scan Project Assessment Questionnaire pursuant to designing a digitization project plan.

By using or accessing our website or contacting us, you agree that we may process your personal information in the manner described in this Privacy Policy. Your use of our website and any information you might submit is subject at all times to this Privacy Policy.

Our policy is updated as necessary to maintain industry compliance standards while supporting client expectations for privacy.

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Privacy Policy (continued)

1) How we collect information

When you complete and return the Scan Project Assessment Questionnaire the information you provide is used strictly in pursuit of a service that you have requested. You may also provide personal information to us when you contact us with a comment, inquiry or customer support request.

The personal information we collect from you may include:

Identity data, such as your name, title, company/organization name, e-mail address, telephone and fax numbers and physical address (including street, city, state, and postal code)

Byte Recover Enterprises does not collect information about your visit (I.E. Usage Data or Technical Data) to our website www.bytwerrecover.com

2) How we use information

We may use the personal information collected via our Scan Project Assessment Questionnaire or when you contact us for purposes that include:

Services and transactions. We may use your personal information to deliver services to you that you have requested

Improving our business, Web Site, and Services Delivery. We may use your personal information to perform business analyses or for other purposes that help us to develop and improve the quality of our business

3) The legal basis on which we process information

Where required by law, we will ensure there is a legal basis for the processing of your personal information. In most cases the legal basis will be that:

the processing is necessary for the performance of the services we provide to you;

the processing is based on your consent to the processing of your personal information for one or more specified purposes

4) How long is information retained

The period during which we store your personal information is dependent upon the lifecycle of the digitization project. All Personal Information used to develop the project is deleted or destroyed at project termination.

5) Disclosure of information to 3rd Party Service providers

Byte Recover Enterprises may share your personal information with companies with which we have contracted to provide services on our behalf. We utilize 3rd party service providers to perform specialized functions such as scanning, imaging, indexing, and other document preservation steps required during archiving process;

- When providing technical expertise in development of the project plan
- When performing project-related services and updates
- When providing post-project client support

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Privacy Policy (continued)

All vended service providers contracted by Byte Recover Enterprises, must acknowledge and agree to the tenets of the Byte Recover Enterprises privacy policy

6) Security

We are committed to protecting the security of your personal information. We use industry standard security technologies and procedures to help protect your personal information from unauthorized access, use, or disclosure. Byte Recover Enterprises is wholly responsible for securing target analog documents and/or photographs received at our offsite scanning facility. They are secured under lock and key when not in process. Electronic files produced during the digitization process are encrypted. Analog documents and/or photographs that are held at the client's place of business or residence for onsite production become the client's responsibility to secure when not in process. We are not responsible for the security of information you transmit to our website over unsecured networks including the Internet and wireless networks. As such, no information system can be 100% secure and we cannot guarantee the absolute security of your personal information beyond our direct control.

7) Consent

By completing and returning a Scan Project Questionnaire we assume client consent is provided when applying your personal information during the task of digitizing earmarked analog documents and photographs. However, you have the right to withdraw your consent at any time by contacting us using the contact details at the end of this Privacy Policy. This will not affect the lawfulness of any processing up to that point.

8) Children's information

We do not knowingly collect information from children and do not target or direct our website to children. The meaning of "children" is subject to the laws and regulations in the jurisdiction in which you are located.

9) Links to other websites

Our website may contain links to third-party websites such as LinkedIn. We have no liability or responsibility for those websites, products and services, their policies, or their collection or other processing of your personal information. The practices of those third parties with respect to information collected through their websites, products or services is governed by their own privacy policies. We encourage you to learn about the privacy policies of those third parties.

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Privacy Policy (continued)

10) Contact us

If you have questions regarding this Privacy Policy or our handling of your personal information, please contact our customer relations via the email address listed below. We will address your concern and strive to provide a response to your inquiry within 48 business hours.

Email : [BRE Customer Relations](#)