

# Trevlac Computer Services Ltd.

## Data Privacy Policy - 2022-10-04

**Trevlac Computer Services Limited** and its employees recognize the private and confidential nature of the information that is stored in the **Trevlac** database.

*Trevlac employees will not knowingly release to anyone or allow anyone to view any of the personal information on anyone in the database except where required by law or where expressed, written permission is provided by a representative of the client responsible for the data being released or viewed.*

All data is maintained behind Usernames and Passwords on a secure server and all data transmission between the users and the database is done using a secure transmission protocol. Clients of **Trevlac Computer Services Limited** have the responsibility to ensure that their Usernames and Passwords are never released to anyone except to those people appointed by the client to administer the information in the database. Users are encouraged to change their Password frequently and may change their own Password at any time should they think that their Password has been compromised.

**Trevlac** may store client data in any region or in any country where our service providers have facilities. **Trevlac** uses best programming practices that protect the client data found in the cloud-based databases that are maintained by **Trevlac**. Our database is on an SQL server. We also encrypt Passwords found in our databases. Administrative access to our servers is via Virtual Private Networks and further protected by only allowing access from specific IP addresses belonging to our programming staff. Although transmitted data is protected using secure transmission protocols (<https://>), the transmission of information via the internet is not completely secure. **Trevlac** will do its best to protect your personal information, but **Trevlac** cannot guarantee the security of personal information transmitted to our website. Any transmission of personal information is at your own risk. **Trevlac** is not responsible for circumvention of any privacy settings or security measures contained on the website. **Trevlac** will store your personal data only until it is no longer needed to fulfill the purpose(s) for which it was collected or as required or permitted by law; at that point it will be anonymized, deleted, or isolated.

**Trevlac** only collects information that is necessary for **Trevlac** to fulfill its obligations to our clients to provide them with the information, products, or services that they request from us arising from any contracts, written or assumed, that have been entered into between **Trevlac** and its clients.

Any breaches of security should be reported to **Trevlac Computer Services Limited** immediately at either 800-363-3633 or 888-302-3837 so that the **Trevlac** staff can ensure that the breach does not continue. All employees of **Trevlac Computer Services Limited** have read this policy and have signed a copy signifying that they concur with and will abide by its contents.

In the event of a privacy breach is detected, **Trevlac Computer Services Ltd.** will immediately inform all clients who are affected by the privacy breach and inform the clients of the nature and extent of the breach as it affects each client's data.