

# RMC GROUP PRIVACY POLICY

RMC Group may collect certain personal information about you, including, but not limited to, personal information disclosed to us through the company's website, rmcgp.com. The purpose of this Privacy Policy is to alert you to the following:

1. the type of personal information that may be collected from you through our website, how we may use your personal information and the circumstances under which we may share your personal information;
2. the restrictions, if any, that you may impose on the use of your personal information;
3. the security procedures, which we have put in place to protect your personal information; and
4. how you can correct any inaccuracies in the information.

RMC Group is committed to protecting the privacy of all persons who visit our website or provide personal information to us. We are solely responsible for managing our website and the collection and protection of your personal information. You should read this Privacy Policy carefully, so you are fully aware of how and why we collect personal information. Please be advised that sharing personal information with us does not create a confidential or privileged relationship.

## **What Information Do We Collect?**

We collect a variety of information about you and your business, such as:

- personal information which you provide to us when you request our services or subscribe to our publications, including your name, address, telephone number, email address, date of birth, gender, marital status and other personal information
- information about your computer when you visit our website
- information about the frequency with which you visit our website
- information contained in communications which you send to us
- any other information which you provide us

You have a choice whether to provide us your personal information. However, if you do not provide us with certain information, we may be unable to provide certain services to you or your business.

## **How Do We Use Your Personal Information?**

We may use your personal information as part of our business operations in a number of ways, for example:

- to respond to any inquiry or request that you make of us
- to prepare proposals or illustrations for products or services that are tailored to your needs
- to send you marketing materials and other communications
- to enter into, and perform under, agreements, contracts or any other relationship with you
- to maintain data regarding our business, such as the number of individual visits to our website, the geographic location of persons visiting our website, the effectiveness of our marketing efforts, whether visits to our websites result in a business relationship, etc.
- to comply with legal obligations, including under any law, rule or regulation governing our business

## **Do We Share Your Personal Information With Third-Parties?**

We may be required to share your personal information with third-parties under the following circumstances:

- we may share your personal information with our employees or affiliated entities in order to respond to a request that you make of us or to provide certain services under an agreement or contract between you and us
- we may share your personal information with our service providers when we think that it is necessary or appropriate to enable us to respond to you or to perform our agreement or contract with you
- we will share your personal information with third-parties when you ask us to do so
- we may share your personal information with any potential purchaser of any of our businesses
- we will share your personal information in the event that we receive a subpoena or court order to disclose your personal information
- we may share your personal information in any legal proceeding to protect ourselves

When we share your personal information with our employees, affiliated entities or service providers, we will do our best to ensure that they maintain the privacy of your personal information to the same extent as provided herein. We will not sell or rent your personal information to third-parties.

### **Your Rights Regarding Personal Information**

You have a number of rights regarding our collection and use of your personal information. You may exercise these rights by contacting us in the manner provided below. Please note that, if you contact us, we may request certain reasonable additional information to verify the source of the request and to understand the scope of the request.

- you may instruct us to cease any or all communication with you
- you have the right to know what personal information we have collected about you and how we are using your personal information
- you have the right to modify, correct or change any personal information that we have collected
- you have the right to know with whom we have shared your personal information and for what purpose
- you have the right to withdraw your consent to the sharing of your personal information
- you have the right to instruct us to not share your personal information with any third-party
- to the extent not inconsistent with our legal obligations to retain certain information, you have the right to request that we delete any electronic collection of your personal information and destroy any documents that we have collected
- you have the right to request that we provide you with a copy of the personal information that we have collected in a form that you can use and read
- you have the right to impose restrictions on our use of your personal information
- you have the right to object to decisions that we make regarding you based upon profiling or the automatic collection of information

Please note that, while you have the right to restrict our use of your personal information, we may, as a result, be unable to respond to certain of your requests or to perform our obligations under agreements or contracts between us.

### **How Do We Protect Your Personal Information?**

Because security is important to both you and RMC Group, we take reasonable and appropriate precautions to protect your personal information from inadvertent disclosure, both electronically and physically.

All financial information provided to us, whether through our website or other channels, is stored on third-party secure servers protected by encryption technology. Your personal information is shared only with employees, affiliated entities or service providers who need the information to perform a specific task.

You understand and acknowledge that the transmission of information over the internet is inherently insecure and that no method of safeguarding personal information is completely effective. We cannot guarantee that our efforts to protect your personal information will be effective or sufficient in every circumstance.

### **Retention of Your Personal Information**

We retain your personal information for as long as we believe necessary to enable us to fulfill our legal obligations, including, but not limited to, laws, rules, regulations and requests of governmental entities or agencies having jurisdiction over our business. In the event that we have entered into a contract, agreement or business relationship with you, we may have certain obligations with respect to the retention of your personal information. If you request us to delete any of your personal information maintained in electronic format or to destroy any physical information, we will do our best to comply with your request, unless we believe, in the exercise of our sole discretion, that such request violates our retention obligations.

### **Miscellaneous**

We may provide links on our website to websites maintained by unrelated third-parties. You acknowledge that, when you access these unrelated third-party websites, you will be leaving our website and that we do not have control over, and are not responsible for, the security or privacy practices of such unrelated third-parties. You access such unrelated third-party websites at your own risk and further acknowledge that this Privacy Policy does not apply to such websites.

We may update this Privacy Policy from time to time. We will use reasonable efforts to advise you in the event that we modify this Privacy Policy. Any new version of our Privacy Policy will be published on our website. Your continued use of our website after the publication of a revised Privacy Policy constitutes your acknowledgment of the amended Privacy Policy.

### **How Do You Contact Us?**

If you have any questions about this Privacy Policy or feel that we are acting in a manner inconsistent with your rights under this Privacy Policy, please contact us at:

RMC Group  
Privacy Officer  
27200 Riverview Center Boulevard  
Suite 311  
Bonita Springs, Florida 34134  
239-298-8210  
[rmc@rmcgp.com](mailto:rmc@rmcgp.com)