

Privacy and Legal

CGH TECHNOLOGIES INTERNATIONAL, LLC SAFE HARBOR PRIVACY POLICY STATEMENT

Our organization's privacy policy statement conforms to the Safe Harbor Privacy Principles and the 15 FAQs that make up the Safe Harbor Framework(s). Our affirmative commitment to the Safe Harbor Framework(s) is as follows:

AFFIRMATIVE COMMITMENT

CGH Technologies International, LLC, complies with the U.S.-EU Safe Harbor Framework and the U.S.-Swiss Safe Harbor Framework as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of personal information from European Union member countries and Switzerland. CGH Technologies International, LLC, has certified that it adheres to the Safe Harbor Privacy Principles of notice, choice, onward transfer, security, data integrity, access, and enforcement. To learn more about the Safe Harbor program, and to view CGH Technologies International, LLC's certification, please visit <http://www.export.gov/safeharbor/>

Our policy covers customer information gathered by CGH Technologies International, LLC. For personal information about our customers subject to EU data protection laws that we receive from Member States of the European Union, we have committed to handling such personal information in accordance with the U.S.-EU Safe Harbor Privacy Principles. CGH Technologies International LLC's Safe Harbor certification can be found on our website at <http://www.cghtechintl.com/safeharbor/>.

We are committed to protecting the privacy of all those who provide us with personal information while using our products, websites, events, and services. In general, we only collect personal information about you when you provide it. We collect personal information to provide products and services that customers request, including answering requests submitted by our customers, delivery of email newsletters, downloadable content including fillable forms, for assistance in managing and hosting events, and related customer service on-line or via our product and services Help Desk.

We may use personal information to contact you ourselves, or on behalf of carefully chosen partners, to offer you additional products or services (including announcements about new products, subscription products, featured upgrades or updates in our web-based applications that you may have a need to use or have used in the past, co-sponsored products with your government regulatory offices, events, special event mailings, and more) that we believe would interest you. We may also share your information with other business units within CGH Technologies International and to our Government clients for these same purposes. We allow you to opt-out of communications from us and from sharing with third parties. If you opt-out, we will not contact you or share your information unless you opt back in.

If we maintain information about you as a result of a subscription, registration, survey, on-line examination or other online or offline activity covered by this privacy policy, we will provide you with access to that information whenever feasible to do so. We will also correct, amend, or delete

any information that we find to be inaccurate. We anticipate that this policy will change from time to time, and we expressly reserve the right to change the policy when we find it to be appropriate.

This is a summary of the main features of our privacy policy. **The complete statement of our privacy policy can be [downloaded as a pdf](#) and is longer and authoritative.** We encourage interested users to read the complete policy statement. CGH Technologies International, LLC, is responsible for writing this policy, and for compliance with it. The person in the company who is primarily responsible for oversight and compliance is the Privacy Officer. Anyone who has a question, comment, or complaint about this privacy policy should contact the Privacy Officer:

Privacy Officer
CGH Technologies International, LLC.
600 Maryland Avenue, SW
Suite 800W
Washington, DC 20024 USA
Or mailto:privacy@cghtech.com

A request should include sufficient contact information, such as name, address, telephone number, fax number, and email address. We promise to make a good faith attempt to resolve any complaint or problem that you bring to our attention. If you are not satisfied with the response of the Privacy Officer, you can appeal to the LLC Manager by sending a written letter to:

LLC Member
CGH Technologies International, LLC
600 Maryland Avenue, SW
Suite 800W
Washington, DC 20024 USA
Or mailto:gowen@cghtech.com Or mailto:ctroutman@cghtech.com

Finally, please note that for the purposes of this self-certification the term 'organization human resources data' refers exclusively to personal information about our organization's own employees, past or present, collected in the context of the employment relationship. It is fully understood that CGH Technologies International, LLC, must select an appropriate third party to serve as its independent recourse mechanism (IRM) for Safe Harbor-related dispute resolution. Since our organization does not receive 'organization human resources data', we choose to use an outside arbitration and mediation mechanism offered by the American Arbitration Association (AAA) that agrees to hear each complaint in compliance with the Framework(s). In any event, we will also cooperate and comply fully with the EU Data Protection Authorities (DPAs) to investigate unresolved complaints.

We self-certify compliance with:

