



## **MERCHANT PRESERVATION SERVICES, LLC (dba CampusGuard) PRIVACY POLICY**

Merchant Preservation Services, LLC (dba CampusGuard®) takes privacy and data protection issues seriously. We have designed this Privacy Policy to explain how we handle personally identifiable information collected from users of the CampusGuard Portal.

As the CampusGuard products and services evolve, we may revise this policy. Any changes to our privacy policy will be posted on this website, so please check back regularly.

### **Scope of this Privacy Policy**

This Privacy Policy covers CampusGuard treatment of personally identifiable information collected from users of the CampusGuard Portal, as well as information that we acquire from your institution to offer you access to the CampusGuard Portal.

This Policy does not apply to the practices of companies that CampusGuard does not own or control, or to people that CampusGuard does not employ or manage.

BY USING, BROWSING, OR LOGGING IN TO THE CAMPUSGUARD PORTAL, YOU ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND ALL OF THE TERMS AND CONDITIONS OF THIS PRIVACY POLICY AND THAT YOU ASSENT TO AND AGREE TO BE LEGALLY BOUND BY THIS AGREEMENT. IF YOU DO NOT ACCEPT THESE TERMS, YOU MUST IMMEDIATELY EXIT THIS WEBSITE AND CEASE USE OF THE SOFTWARE AND SERVICES.

### **Information Collection and Use**

The personally identifiable information we acquire from you varies according to the way in which your institution is using our CampusGuard Portal. When you use the CampusGuard Portal, we may ask for your contact information (such as your name, email address and telephone number). We may also collect information about your computer and your visits to this website such as your IP address, geographical location, browser type, referral source, length of visit and number of page views. We may use this information in the administration of this website, to improve the website's usability, and for marketing purposes. We will only retain personal information as long as necessary

CampusGuard uses the information collected to assist your institution with their PCI compliance initiative. CampusGuard will not send you any unsolicited information to the email addresses you provide, except as mentioned below:

- Account access assistance
- Important changes to the website
- Optional Communication
  - New CampusGuard services
  - CampusGuard industry briefs and news

If you wish to opt-out of receiving Optional Communication from us you may send [info@campusguard.com](mailto:info@campusguard.com) an email with "Unsubscribe\_PP" as the subject line.

### **Information Sharing and Disclosure**

Protecting personally identifiable information about our customers is an important part of our business. We share and disclose such information only as described below.



CampusGuard will send personally identifiable information about you to other companies or people when:

- We have your consent to share the information.
- To provide and additional services you have requested.

We also may release personally identifiable information when we believe release is appropriate to comply with law; or protect the rights, property, or safety of CampusGuard, our users, or others. This includes exchanging information with other companies and organizations for fraud protection and risk reduction.

### **Information Security**

Information security is critical to our business. We work to protect the security of your information during transmission by using Secure Sockets Layer (SSL) software, which encrypts information you input. We store information gathered on secure computers located in a locked data center. We use firewalls, intrusion detection systems, and database level encryption technology to prevent our computers from being accessed by unauthorized persons.

By using this website, you signify your agreement to this Privacy Statement. If you do not agree, you may not use or browse this website. If you entered this website and you do not agree to these terms, you must leave immediately.

### **Use of Internet Cookies**

We use Internet cookies on this website. Internet cookies are small files that may be placed on your hard disk for record-keeping purposes. Cookies may be used to...

- Recognize your computer when you visit the CampusGuard portal
- Personalize the CampusGuard portal for you, and
- Improve the CampusGuard portal's usability.

### **Third-parties and Privacy**

Third party Internet sites and services accessible through this website have separate privacy and data collection practices. We have no responsibility or liability for these independent policies or actions of such third parties. Please be careful and responsible online. If you post personal information online that is accessible to the public, you may receive unsolicited messages from other parties in return.

While we strive to protect your information, we cannot ensure or warrant the security of any information through the transmission process and you do so at your own risk.

Last Revised: 10/14/2013