

## **Privacy Policy**

### **Collection of your Personal Information**

To better provide you with products and services offered, Access Solutions, Inc. may collect personally identifiable information, such as your:

First and Last Name

Mailing Address

E-mail Address

Phone Number

Job Title

We collect billing and credit card information if you purchase products and services from Access Solutions, Inc. This information is used to complete the purchase transaction. We do not collect your personal information unless you voluntarily provide it to us. However, you may be required to provide certain personal information to us when you elect to use certain products or services. These may include (a) registering for an account; (b) entering a sweepstakes or contest sponsored by us or one of our partners; (c) signing up for special offers from selected third parties; (d) sending us an email message; (e) submitting your credit card or other payment information when ordering and purchasing products and services. To wit, we will use your information for, but not limited to, communicating with you in relation to services and/or products you have requested from us. We also may gather additional personal or non-personal information in the future.

### **Use of your Personal Information**

Access Solutions, Inc. collects and uses your personal information to operate and deliver the services you have requested. Access Solutions, Inc. may also use your personally identifiable information to inform you of other products or services available from Access Solutions, Inc. and its affiliates.

### **Sharing Information with Third Parties**

Access Solutions, Inc. does not sell, rent, or lease its customer lists to third parties. Access Solutions, Inc. may share data with trusted partners to help perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to Access Solutions, Inc., and they are required to maintain the confidentiality of your information.

Access Solutions, Inc. may disclose your personal information, without notice, if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the

law or comply with legal process served on Access Solutions, Inc. or the site; (b) protect and defend the rights or property of Access Solutions, Inc.; and/or (c) act under exigent circumstances to protect the personal safety of users of Access Solutions, Inc., or the public.

### **Opt-Out of Disclosure of Personal Information to Third Parties**

In connection with any personal information we may disclose to a third party for a business purpose, you have the right to know:

The categories of personal information that we disclosed about you for business purposes.

You have the right under the California Consumer Privacy Act of 2018 (CCPA) and certain other privacy and data protection laws, as applicable, to opt out of disclosing your personal information. If you exercise your right to opt-out of disclosing your personal information, we will refrain from disclosing your personal information unless you subsequently provide express authorization for the disclosure of your personal information. To opt out of disclosing your personal information, contact us at [privacy@tssadmin.com](mailto:privacy@tssadmin.com)

### **Tracking User Behavior**

Access Solutions, Inc. may keep track of the websites and pages our users visit within Access Solutions, Inc. to determine what Access Solutions, Inc. services are the most popular. This data is used to deliver customized content and advertising within Access Solutions, Inc. to customers whose behavior indicates interest in a particular subject area.

### **Automatically Collected Information**

Information about your computer hardware and software may be automatically collected by Access Solutions, Inc. This information can include your IP address, browser type, domain names, access times, and referring website addresses. This information is used for the operation of the service, to maintain the quality of the service, and to provide general statistics regarding the use of the Access Solutions, Inc. website.

### **Use of Cookies**

The Access Solutions, Inc. website may use "cookies" to help you personalize your online experience. A cookie is a text file placed on your hard disk by a web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you and can only be read by a web server in the domain that issued the cookie.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the web server that you have returned to a specific page. For example, if you personalize Access Solutions, Inc. pages or register with the Access Solutions, Inc. site or services, a cookie helps Access Solutions, Inc. to recall your specific information on subsequent visits. This simplifies the process of recording your personal information, such as

billing addresses, shipping addresses, and so on. When you return to the same Access Solutions, Inc. website, the information you previously provided can be retrieved, so you can easily use the customized Access Solutions, Inc. features.

You have the ability to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the Access Solutions, Inc. services or websites you visit.

## **Links**

This website contains links to other sites. Please be aware that we are not responsible for such other sites' content or privacy practices. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

## **Security of your Personal Information**

Access Solutions, Inc. secures your personal information from unauthorized access, use, or disclosure. Access Solutions, Inc. uses commercially reasonable methods and standards to protect your personal information from unauthorized access, use, or disclosure. When personal information (such as a credit card number) is transmitted to other websites, it is protected through the use of encryption, such as the Secure Sockets Layer (SSL) protocol.

We strive to take appropriate security measures to protect against unauthorized access to or alteration of your personal information. Unfortunately, no Internet or wireless network data transmission can be guaranteed 100% secure. As a result, while we strive to protect your personal information, you acknowledge that: (a) there are security and privacy limitations inherent to the Internet which are beyond our control; and (b) the security, integrity, and privacy of any and all information and data exchanged between you and us through this Site cannot be guaranteed.

## **Right to Deletion**

Subject to certain exceptions set out below, on receipt of a verifiable request from you, we will:

Delete your personal information from our records; and

Direct any service providers to delete your personal information from their records.

Please note that we may not be able to comply with requests to delete your personal information if it is necessary to:

Complete the transaction for which the personal information was collected, fulfill the terms of a written warranty or product recall conducted in accordance with federal law, and provide a good or service requested by you or reasonably anticipated within the context of our ongoing business relationship with you, or otherwise perform a contract between you and us;

Detect security incidents, protect against malicious, deceptive, fraudulent, or illegal activity; or prosecute those responsible for that activity;

Debug to identify and repair errors that impair existing intended functionality;

Exercise free speech, ensure the right of another consumer to exercise his or her right of free speech, or exercise another right provided for by law;

Comply with the California Electronic Communications Privacy Act;

Engage in public or peer-reviewed scientific, historical, or statistical research in the public interest that adheres to all other applicable ethics and privacy laws when our deletion of the information is likely to render impossible or seriously impair the achievement of such research, provided we have obtained your informed consent;

Enable solely internal uses that are reasonably aligned with your expectations based on your relationship with us;

Comply with an existing legal obligation; or

Otherwise, use your personal information internally, legally compatible with the context in which you provided the information.

### **Children Under Thirteen**

Access Solutions, Inc. does not knowingly collect personally identifiable information from children under the age of thirteen. If you are under the age of thirteen, you must ask your parent or guardian for permission to use this website.

### **Opt-Out & Unsubscribe from Third-Party Communications**

We respect your privacy and allow you to opt-out of receiving announcements of certain information. Users may opt out of receiving any or all communications from third-party partners of Access Solutions, Inc. by contacting us here:

Web page: <https://info.tssadmin.com>

Email: [privacy@tssadmin.com](mailto:privacy@tssadmin.com)

### **Contact Information**

Access Solutions, Inc. welcomes your questions or comments regarding this Statement of Privacy. If you believe that Access Solutions, Inc. has not adhered to this Statement, please contact Access Solutions, Inc. at:

**Access Solutions, Inc.**

+1 (816) 781-8334, Ext. 11

[privacy@tssadmin.com](mailto:privacy@tssadmin.com)

14940 NW 61st Street Parkville, MO 64152

Effective as of November 13th, 2023