

## PRIVACY NOTICE

*This privacy notice discloses the privacy practices for BIGSUITBIZ.COM. This privacy notice applies solely to information collected by this web site. Please be informed of the following:*

No information is collected by this web site other than contact information submitted by you, per your quote request.

### **Information Collection, Use, and Sharing**

We are the sole owners of the information collected on this site. We only have access to collect information that you voluntarily give us such as; name, address, phone and billing information via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e.g. to ship an order.

Unless you ask us not to, we may contact you via email in the future to tell you about specials, new products or services, or changes to this privacy policy.

### **Your Access to and Control Over Information**

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

### **Security**

We take precautions to protect your information. When you submit sensitive information to us you can provide us with a Proprietary Agreement for our execution. Much of the work done by Big Suit is proprietary information, signing such agreements is our standard. Please see our letters of reference from companies who trust us explicitly with their confidential data.

Wherever we collect sensitive information, that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

**If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone (415) 789-1398 or via email at [loral@bigsuitbiz.com](mailto:loral@bigsuitbiz.com).**