

**REMETCO, INC. Privacy Policy** *Effective date of this notice: March 1, 2015 (AMENDED August 2, 2016)*

**Date: August 3, 2016**

EU-U.S. Privacy Shield Framework

### **Our Responsibilities and Privacy Commitment**

Remetco, Inc. complies with the EU-US Privacy Shield Framework as set forth by the US Department of Commerce regarding the collection, use, and retention of personal information from European Union member countries. Remetco, Inc. has certified that it adheres to the Privacy Shield Principles of Notice, Choice, Accountability for Onward Transfer, Security, Data Integrity and Purpose Limitation, Access, and Recourse, Enforcement and Liability. If there is any conflict between the policies in this privacy policy and the Privacy Shield Principles, the Privacy Shield Principles shall govern. To learn more about the Privacy Shield program, and to view our certification page, please visit <https://www.privacyshield.gov/>

Remetco, Inc. is subject to the investigatory and enforcement powers of the Federal Trade Commission (FTC).

Remetco, Inc. understands the importance of protecting your company's' private information. Our highest priority is to maintain your trust and confidence. We will maintain our commitment to safeguarding your information now and in the future. We are required by law to:

- Maintain the privacy of personal information.
- Provide you with certain rights with respect to personal information.
- Provide you with a copy of this Notice of our legal duties and privacy practices with respect to personal information.
- Follow the terms of the Notice that is currently in effect.

We are guided by our respect for the confidentiality of personal information. We are providing you with this notice in accordance with privacy laws and because we want you to know that we value your privacy. Remetco, Inc. has a long-standing commitment to protect our customers' privacy. Recent laws require that we provide our customers with notice as to how we protect their "*nonpublic personal information*." The information our customers have provided, or which we obtain when providing recycling consulting services, is treated sensitively and held securely in our hands.

### **What information do we collect?**

We collect information from you when you provide us with specific details of each job scope and potential numbers of records that will be destroyed in the recycling process.

### **What do we use your information for?**

Any of the information we collect from you may be used to improve managing your recycling project and customer service (your information helps us to more effectively respond to your individual/customized recycling service requests and support needs).

### **How do we protect your information?**

We put privacy and security measures in place to protect personal information long before federal or state laws required us to do so. We enforce strict control over nonpublic personal information and limit access to those involved in providing recycling consulting services. We have developed procedural, physical, electronic and contractual safeguards to secure the confidentiality of all information. We evaluate these safeguards on an ongoing basis. We maintain our strong commitment to protecting nonpublic personal information even if the customer no longer receives recycling consulting services through us. Furthermore, we implement a variety of security measures to maintain the safety of information when we access any personal information. Our employees who have access to this information are those who must have it (AUTHORIZED) to provide our recycling consulting services to you. Below are examples of our guidelines for protecting information:

- Paper copies, when used, are viewed, discussed, and retained in private surroundings.
- Business associates use information only for the purpose provided and is minimum necessary required.
- 3<sup>rd</sup> party business associates sign a contract agreeing to follow our strict privacy procedures.

\*In cases of onward transfer to third parties of data of EU individuals received pursuant to the EU-US Privacy Shield, Remetco, Inc. is potentially liable.

### **Do we disclose any information to outside parties?**

Remetco, Inc. does not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety. Furthermore, Remetco, Inc. may be required to disclose an individual's personal information in response to a lawful request by public authorities, including to meet national security or law enforcement requirements. We do not disclose any nonpublic personal information about its customers or former recycling customers to anyone.

### **Your Consent**

By using our recycling consulting services, you consent to our privacy policy.

### **Changes to our Privacy Policy**

If we decide to change our privacy policy, we will post those changes on this page.

### **Remetco Inc's, Dispute Resolution**

European Union citizens with inquiries or complaints regarding this privacy policy should first contact Remetco, Inc at:

Remetco, Inc Abuse Department  
Attn: Privacy Officer  
1401 West Paces Ferry Rd Suite 3110  
Atlanta, GA 30327

Remetco, Inc. has further committed to refer unresolved privacy complaints under the EU-US Privacy Shield Principles BBB EU PRIVACY SHIELD, a non-profit alternative dispute resolution provider located in the United States and operated by the Council of Better Business Bureaus. If you do not receive timely acknowledgment of your complaint, or if your complaint is not satisfactorily addressed, please visit [www.bbb.org/EU-privacy-shield/for-eu-consumers/](http://www.bbb.org/EU-privacy-shield/for-eu-consumers/) for more information and to file a complaint. Please note that if your complaint is not resolved through these channels, under limited circumstances, a binding arbitration option may be available before a Privacy Shield Panel.

### **Contacting Us**

If there are any questions regarding this privacy policy, you may contact us using the information below.

Remetco, Inc  
Attn: In House Legal Dept  
1401 West Paces Ferry Rd #3110  
Atlanta, GA 30327  
USA  
[www.remetco.com](http://www.remetco.com)  
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