

Privacy Policy

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Information Collection

Sagetech Corporation is the sole owner of the information collected on www.Sagetech.com. Sagetech Corporation collects information from our users at several different points on our website.

Online Orders

We request information from the user on our order form. A user must provide contact information (such as name, email, and shipping address) and financial information (such as credit card number, expiration date). This information is used for billing purposes and to fill our customer's orders. If we have trouble processing an order, the information is used to contact the user.

Cookies

A cookie is a piece of data stored on the user's computer tied to information about the user. Usage of a cookie is in no way linked to any personally identifiable information while on our site. We use both session ID cookies and persistent cookies. For the session ID cookie, once users close the browser, the cookie simply terminates. A persistent cookie is a small text file stored on the user's hard drive for an extended period. Persistent cookies can be removed by following Internet browser help file directions.

If users reject the cookie, they may still use our site. The only drawback to this is that the user may be limited in some areas of our site.

Log Files

Like most standard website servers we use log files. This includes internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, platform type, date/time stamp, and number of clicks to analyze trends, administer the site, track user's movement in the aggregate, and gather broad demographic information for aggregate use. IP addresses, etc. are not linked to personally identifiable information.

Transparent GIFs

We implement clear gifs in our HTML-based emails to let us know which emails have been opened by the recipients. This allows us to gauge the effectiveness of certain communications and the effectiveness of our marketing campaigns. If users would like to opt-out of these emails, please see the Opt-out section of your email.

Sagetech Corporation uses pixels, or transparent GIF files, to help manage online advertising. These pixels are provided by our ad management and affiliate partners. This allows us to recognize a unique cookie on your Web browser, which in turn enables us to learn which advertisements bring users to our website. The information that we collect, and share is anonymous and not personally identifiable. It does not contain your name, address, telephone number, or email address.

Newsletter

If Sagetech publishes a newsletter, and a user wishes to subscribe, we will ask for contact information such as name and email address. Out of respect for our users' privacy we provide a way to opt-out of these communications. To opt-out of our mailing list please use the profile update or unsubscribe links in our mailings.

Legal Disclaimer

Though we make every effort to preserve user privacy, we may need to disclose personal information when required by law wherein we have a good-faith belief that such action is necessary to comply with a current judicial proceeding, a court order or legal process served on our Website.

Sharing of Information

We may use an outside shipping company to ship orders, and a credit card processing company to bill users for goods and services. These companies do not retain, share, store or use personally identifiable information for any secondary purposes. In certain cases, information is shared to comply with laws and regulations.

Choice/Opt-out

Users who no longer wish to receive our newsletter and promotional communications may opt-out of receiving these communications by emailing us at Sales@Sagetech.com.

Individual Rights to the extent required by regulations, individuals have the following rights regarding their personal information:

- access to their information Sagetech possesses
- rectify any errors in their personal information
- have their personal information deleted after not necessary for order fulfilment or other contractual obligation
- restrict processing to only activities necessary for order fulfilment or other contractual obligation
- data portability
- object to use of their personal information by Sagetech
- individual decision making

Contact Sagetech through any public channel to make any request pursuant to these rights and Sagetech will make reasonable efforts to comply as required by regulation in a timely manner and update the requestor as appropriate.

Security

This website takes every precaution to protect our users' information. When users submit sensitive information via the Website, their information is protected both online and off-line.

When our registration/order form asks users to enter sensitive information (such as credit card number and/or social security number), that information is encrypted and is protected with the best encryption software in the industry – SSL. While on a secure page, such as our order form, the lock icon on the bottom of Web browsers such as Google Chrome and Microsoft Internet Explorer becomes locked, as opposed to un-locked, or open, when users are just ‘surfing’.

While we use SSL encryption to protect sensitive information online, we also do everything in our power to protect user-information off-line. All our users’ information, not just the sensitive information mentioned above, is restricted in our offices. Only employees who need the information to perform a specific job are granted access to personally identifiable information. Furthermore, ALL employees are kept up-to-date on our security and privacy practices. Every time new policies are added, our employees are notified and/or reminded about the importance we place on privacy, and what they can do to ensure our users’ information is protected. Finally, the servers that store personally identifiable information are in a secure environment.

If users have any questions about the security at our Website, users can send an email to Sales@Sagetechnology.com.

Notification of Changes

If we decide to change our privacy policy, we will post those changes to this privacy statement, the homepage, and other places we deem appropriate, so our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. We will use information in accordance with the privacy policy under which the information was collected. If, however, we are going to use users’ personally identifiable information in a manner different from that stated at the time of collection we will notify users via email. Users will have a choice as to whether or not we use their information in this different manner. However, if users have opted out of all communication with the site, or deleted/deactivated their account, then they will not be contacted, nor will their personal information be used in this new manner.

Change Log

Table 1 Change log.

Rev #	Revision Date	Detail of Changes	Author(s)	Approval
01	15 Oct 2018	Initial draft, adapted from uncontrolled content that was in the Sagetechnology website.	Caleb Hotchkiss	(SharePoint process)