

Privacy Policy

Keeping food safe is our business but we also prioritize keeping safe the information that you give to us.

When you take part in our training, there's various information (data) that we need to know about you – like your name and where you work and live. So like any fair and responsible business that holds customer data, we have a privacy policy that explains how we protect and process this information. So this is our Privacy Policy and it's what guides the use of the information you provide to The Always Food Safe Company, LLC through www.alwaysfoodsafecompany.com (our "Website"), over the phone, or in person.

When you become a Registered User or a Visitor to our Website, or obtain a Product (as those terms are defined in the Terms & Conditions), you agree to our Privacy Policy. This means you authorize us to collect and share information as set forth in this Privacy Policy.

When you sign-up to the training - Registration

As a Registered User, you will create a user ID, choose a password, and create a profile. This is your own personal training ID and you are the only person responsible for any and all activities that occur under your user ID, and if you think that someone else is using your training ID, then you need to let us know right away.

Part of signing up for the training means that you're agreeing to only give us accurate information, so that we can contact you quickly and easily if we ever need to do so.

Please remember to keep your password confidential. Don't share your password with anyone, and it's never a good idea to use the same password for lots of different accounts. Again, please do tell us immediately if you think that someone else is accessing to your account.

How we protect and process your information – our Privacy Policy

When you sign-up for training we will collect the following information from you:

- Basic identification data within your profile (such as your name, address, email address, user ID, and password).
- Information about your use of the Product, including the courses that you take, and your performance in such courses.
- A record of purchases made by you or on your behalf (for example, by your employer). **We will not receive any financial information from you.** When you buy training from us, you will be directed to a different website maintained by a third-party payment partner, identified at checkout, to process the transaction. Please refer to the payment processing vendor's privacy policy for more information.
- Your communications with us and any information contained within such communications e.g. if you ring us to ask questions.
- Information about your areas of interest, including what you read or watch when we send you a newsletter.

- Information you provide to us via your social media feeds or on our social media sites (usually which articles you like or don't like), so we can plan for only relevant communications with you.

We may put information about you and other individuals together, or otherwise remove your specific details, so that the information does not identify you personally. We may use information in these forms for a variety of purposes, including for research and analysis, administration of our Website, advertising, and promotional purposes.

We also may collect certain information automatically when you visit the Website, including:

- Your Internet Protocol (IP) address, which is the number automatically linked to your device whenever you access the Internet and that can sometimes be used to find your general geographic area;
- Other unique identifiers, including mobile device identification numbers;
- Your browser type and operating system;
- Sites you visited before and after visiting the Website;
- Pages you view and links you click on the Website, including articles, videos, and photo galleries viewed;
- Information collected through cookies, pixel tags, Local Shared Objects, and other similar technologies;
- Information about your interactions with e-mail messages, such as the links clicked on and whether the messages were received, opened, or forwarded; and
- Standard Server Log Information.

We may use cookies, pixel tags, Local Shared Objects (sometimes referred to as "Flash Cookies"), and similar technologies to automatically collect this information. Cookies are small bits of code that are stored by your web browser and that may automatically identify your browser whenever your 3 computer is used to visit the Website. Pixel tags are very small images or small pieces of data embedded in images, also known as "web beacons" or "clear GIFs," that can recognize cookies, the time and date a page is viewed, a description of the page where the pixel tag is placed, and similar information from your computer or mobile device. Local Shared Objects/Flash Cookies are similar to standard cookies except that they can be larger and are downloaded to a computer or mobile device by the Adobe Flash media player. Please remember that you may need to take additional steps beyond changing your browser settings to refuse or disable Local Shared Objects/Flash Cookies and similar technologies. By using our Website, you consent to our use of cookies and similar technologies. You can decide if and how your computer will accept a cookie by looking at your preferences or options in your browser. However, if you choose to reject cookies and similar technologies, you may not be able to use certain online products, services, or features on our Website.

We will use the above information to provide you with our Product, and may also do the following:

- Send you information about your certifications that may be expiring.

- Send you information about any of our additional Products we think you may be interested in.
- Share the information with our affiliates or select third-party business partners so they can send you information about additional services or products that you may be interested in. We will obtain your consent before sharing your information with an affiliate or business partner who wishes to contact you about their services. You can control your preferences in your profile page, and can unsubscribe to email advertising at any time by following the instructions in the email.
- Share information with our service providers that perform certain functions or services on our behalf (such as hosting our Website, fulfilling orders, providing our Product, managing databases, performing analyses, providing customer service, developing our websites or mobile apps, or sending communications for us). These service providers may have access to your information if needed to perform their functions, but may not use such information for their own purposes.
- If we sell all or part of our business, or make a sale or transfer of assets, or are otherwise involved in a merger or business transfer, or in the unlikely event of bankruptcy, a business reorganization, or similar event, we may transfer your information as part of such transaction.
- If we ever have to satisfy any applicable law, regulation, subpoena, legal process or governmental request, or to protect against potential or actual fraud, then your information may needed for this purpose.

We will take reasonable precautions to protect the security of information that we collect from or about you, including your date of birth, email address and telephone number. We allow our employees and service providers to access your information only when the information is necessary for them to do their jobs. Our employees and service providers who have access to your information are required to protect it and keep it confidential.

We will keep your information for as long as needed to provide you with our Product and otherwise at our discretion or in accordance with applicable law.

Children’s Privacy

We do not knowingly collect, use, or disclose personal information from children under the age of 13. We also do not authorize individuals who are under the age of 13 to use the Website or obtain our Product, nor do we direct our Product to those under 13 years of age. If we are made aware that we have collected personal information from a child under 13 years old in a manner that is inconsistent with the Children’s Online Privacy Protection Act, we will delete this information as soon as possible.

Your California Privacy Rights/Do Not Track Disclosures

California Civil Code Section 1798.83 permits California residents to request certain information regarding our disclosures of your personal information to third parties for their direct marketing purposes. To make such a request, please send an email to help@alwaysfoodsafecompany.com or write us at The Always Food Safe Company, 899 Montreal Circle, St Paul, MN 55102.

Some web browsers may transmit “do-not-track” signals to the websites with which you are communicating. Because of differences in how web browsers incorporate and activate this feature, it is not always clear whether you intend for these signals to be transmitted, or whether you even

are aware of them. Because there currently is no industry standard concerning what, if anything, websites should do when they receive such signals, we currently do not take action in response to these signals.

Document Control Policy & Procedures – Certificate Program Plan

The Company's *Document Control Policy*, relating specifically to the Certificate Program Plan, which includes learning outcomes, course content, exam questions, Oversight Committee members, ANSI information, personnel records, and any other material relating to the Certificate Program Plan, are considered confidential.

In addition, information related to learner details, personal information, test results, investigations, needs adjustment, complaints, appeals and any other material relating to the learner, are also considered confidential.

The Company places high importance on earning and keeping the trust of individual learners who share their personal information with us. We are an American Company and we follow US Law with regards to the collection, storage, use, transfer and other processing of personal data.

We are an American company so we follow US law

Please note that our Product is directed towards users who live in the United States. By using the Website and obtaining the Product, you consent to the collection, storage, processing, and transfer of your information in and to the United States, or other countries and territories, pursuant to the laws of the United States, and the State of Minnesota.

Links to other websites that we don't control.

Our Website may contain links to other relevant websites or online services that are operated and maintained by other businesses that are not under our control or maintained by us. Whatever is featured on those sites isn't necessarily a reflection of our own business approach. Our Privacy Policy does not apply to this content in these other websites and we are not responsible for their privacy policies, practices or content of such other websites or online services. We'd encourage you to always check the privacy policies of these other websites or services.

We may sometimes make changes to our Privacy Policy

We may update our Privacy Policy at any time. Your continued use of our Website after any changes to our Privacy Policy will be taken as your acceptance of our new terms. If we make any material changes we will notify you by email (sent to the e-mail address specified in your profile, if any) or by posting on our home page prior to the change being made. We encourage you to review this page regularly for the latest information on our privacy practices. **IF YOU DON'T AGREE TO FUTURE CHANGES TO OUR PRIVACY POLICY, THEN YOU WILL NEED TO STOP USING THE WEBSITE AND THE PRODUCT AS SOON AS THE CHANGES ARE MADE.**

If you ever have any questions about all of this legal stuff, please just contact us.

If you have any questions about this Privacy Policy or our privacy practices, please get in touch with us either by email at help@alwaysfoodsafecompany.com or by writing to The Always Food Safe Company, 899 Montreal Circle, St Paul, MN 55102.