

Jackpine Press, Incorporated Computer Repair Privacy Policy and Legal Obligation

Jackpine Press, Incorporated (dba Jackpine Business Center) is committed to respecting your privacy and recognizing your need for appropriate protection and management of personal information you share with us (the phrase "personal information" means any information by which you can be identified, such as your name, mailing address, email address, telephone number, and any proprietary business information, etc.). The purpose of this privacy policy is to inform you what personal information we may collect from you, how we use such information, and the choices you have regarding our use of, and your ability to review and correct, the information.

Collecting Information

Jackpine Press, Incorporated employees will not access any personal identifying or financial information within the customer's computer or at the customer's site which is outside the scope of the repair without the customer's prior knowledge and consent.

Pirated Software

It is Jackpine Press, Incorporated's legal responsibility to report any pirated software witnessed during the repair to the appropriate authorities.

Unauthorized Access

Jackpine Press, Incorporated will only perform a repair on a computer that is legally owned by the customer. Only those computers presented to Jackpine Press, Incorporated by the authorities with the appropriate legal order will be examined without the customer's expressed consent. Jackpine Press, Incorporated reserves the right to reject any computer repair whose ownership is suspect. If Jackpine

Press, Incorporated suspects a computer brought in for repair is stolen property, it is Jackpine Press, Incorporated's legal responsibility to report this suspicion to the appropriate authorities.

Information Storage

Jackpine Press, Incorporated employees will never copy any personal information, software or files which are outside the scope of the repair without the customer's prior knowledge and consent. All backups of personal information, software or files that are made in the duration of the repair are destroyed when the customer's computer is returned to the customer, unless otherwise directed by the customer. In the event that the customer directs Jackpine Press, Incorporated to back up certain information, only those folders to which the Jackpine technician is specifically directed will be backed up. Jackpine Press, Incorporated will never, under any circumstance, search customer file folders to find a specific file or file type. To protect both the customer's privacy and Jackpine Press, Incorporated's legal responsibility, Jackpine Press, Incorporated relies upon the customer to direct the technician to the exact folder the customer wishes to be backed up.

Off-Site Access

Any activities by Jackpine Press, Incorporated employees or agents performed at a customer's site, or any other location under the instruction of the customer, will be subject to the same policies and procedures as if performed at Jackpine Press, Incorporated facilities.

Policy Changes If we decide to change our privacy policy in whole or in part, we will inform you by posting a notice on our web site (www.jackpine.com.) Those changes will go into effect on the date posted in the notice. The new policy will apply to all current and past users of our web site and will replace any prior policies that are inconsistent. This policy was updated in February 2016.