

Prime Estimating & Software Services, LLC

Policy on the collection, Use and Disclosure of Information - Prime Privacy Policy

Security and Privacy for our Customer confidence and satisfaction are monumental when working with this web site. Our site uses the latest technology to protect your information and data both from the internet and from the internal system.

When you login as a member/user all data is secure to your Company alone. No information or data is accessible to Prime, its officers, its employees or third party providers.

Here is a data flow chart to help illustrate just how data is secured.

Provider's Secure Server			Client Access only
Prime/Secure Server Provider			Client Access only
Website	Sysadmin	Estimating Services	
Profile	Client Setup	Prime Login	Client Login
Services	- User Name	Client Info - Project Specific	Client Info
Pricing Info	- User Password	Prime Project List	Client Project Lists
Demo	Client Info	Project Takeoff	Project Takeoff <i>Client Proprietary</i>
Contact us	-Contact	Material Database <i>Default</i>	Material Database <i>Client Proprietary</i>
Our Mission/Warranty	-Billing	Labor Database <i>Default</i>	Labor Database <i>Client Proprietary</i>
Associations	System Programs	Labor Cost Database <i>Default</i>	Labor Cost Database <i>Client Proprietary</i>
Industry News	Database Defaults	Project Databases <i>Default</i>	Project Databases <i>Client Proprietary</i>
Links	Terms & Conditions		Reports <i>Client Proprietary</i>
Careers	Contact Us		
Privacy Policy	Website Content		

Prime Estimating & Software Services, LLC

Policy on the Collection, Use and Disclosure of Personal Information “Privacy Policy”

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1. Objective & Scope of Policy

PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER is dedicated to maintaining high standards of confidentiality with respect to information provided to it. The Policy Statement has been prepared to inform you of our policy and practices concerning the collection, use and disclosure of Personal Information. This Policy Statement governs Personal Information collected from and about individual for the purposes described below. It does not govern Personal Information collected from and about our employees, the protection of which is governed by other applicable laws and internal PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER policies. This policy also does not cover aggregated data from which the identity of an individual cannot be determined. PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER retains the right to use aggregated data in any way that it determines appropriate.

2. The Collection, Use & Disclosure of Personal Information

For the purposes of this Policy, *“Personal Information” means any information, recorded in any form, about an identified individual, or an individual whose identity may be inferred or determined from the information. An External Associate may be an individual or an employee of an organization with which PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER has dealings in the normal course of fulfilling its mandate. Examples of external associates include independent contractors or service providers;* Personal information about clients will be collected, to the extent possible, directly from the individual concerned.

PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER uses the personal information provided verbally or in writing by clients upon first contact for different purposes to fulfill its mandate. These purposes include:

- Providing services to Clients;
- Meeting any legal or regulatory requirement; and
- Such other purposes consistent with the foregoing purposes.

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PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER's use of Personal Information is limited to the purpose of fulfilling the mandate of PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER or a purpose consistent with that purpose and the information is not sold, traded, bartered or exchanged for consideration any Personal Information it has obtained. Unless permitted by law or with the client's permission.

There are circumstances where the use and/or disclosure of Personal Information may be justified or permitted or where PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER is obliged to disclose information without consent. Such circumstances may include:

- Where required by law or by order of a tribunal;
- Where PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER believes, upon reasonable grounds, that it is necessary to protect the rights, privacy, safety or property of an identifiable person or group;
- Where it is necessary to establish or collect fees;
- Where it is necessary to permit PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER to pursue available remedies or limit any damages that may sustain; or
- Where the information is publicly available (i.e.: Telephone directory etc).

Where obliged or permitted to disclose information without consent, PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER will not disclose more information that is required.

3. Accuracy

PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER endeavors to ensure that any Personal Information provided by its Members and in its possession is as accurate, current and complete as necessary for the purposes for which PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER uses that date. Information contained in files that have been closed is not actively updated or maintained.

4. Retention

PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER retains Personal Information as long as PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER believes it is necessary to fulfill the purpose for which it was collected.

5. Security

PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER endeavors to maintain adequate physical, procedural and technical security with respect to its offices and information storage facilities so as to prevent any loss, misuse, unauthorized access, disclosure, or modification of Personal Information.

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PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER further protects Personal Information by restricting access to Personal Information to those employees and External Associates that the management has determined need to know that information in order that PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER may provide its services. PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER has a policy under which employee misuse of Personal Information is treated as a serious offense for which disciplinary action may be taken. In terms of communicating Personal Information, you may wish to note that there is no method of transmitting or storing data that is completely secure. While the physical characteristics of each are different, mail, telephone calls, faxes and transmissions over the Internet are all susceptible to possible loss, misrouting, interception and misuse of the information being communicated or transmitted.

As do many organizations, PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER attempts to strike a reasonable balance between security and convenience. In communicating with Clients and others, PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER reserves the right to use a method of communication that is less secure than some of its less convenient alternatives. An example of this is e-mail. At this time, when we use e-mail, it is sent as unencrypted plain text. We do this because we believe that many of our Clients and External Associates cannot readily process encrypted e-mail. This is done for their convenience but has the security concern that, if misrouted or intercepted, it could be read more easily than encrypted e-mail.

6. Visiting the PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER Web Site

With respect to its web site, PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER does not collect any information from site visitors. Cookies are not used although anonymous hit count statistics are generated monthly.

PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER has no control over the content of third party websites that individuals may access through hyperlinks at our website.

7. Access to Personal Information

PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER reserves the right to decline to provide access to Personal Information where the information requested:

- a. Would disclose the Personal Information of another individual or business confidential information that may harm PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER or the competitive position of a third party;
- b. Is subject to solicitor-client or litigation privilege;
- c. Could reasonably result in serious harm to the treatment or recovery of the individual concerned, serious emotional harm to the individual or another individual, or serious bodily harm to another individual; or
- d. May harm or interfere with law enforcement activities and other investigative or regulatory functions of a body authorized by statute to perform such functions;

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- e. Is not readily retrievable and the burden or cost of providing would be disproportionate to the nature or value of the information; or
- f. Does not exist, is not held, or cannot be found by PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER.

Where information will not or cannot be disclosed, the individual making the request will be provided with the reasons for non-disclosure.

Where information will be disclosed, PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER will endeavor to provide the information in question within a reasonable time and no later than 60 days following the request. PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER may charge a minimal or nominal cost (e.g. photocopying, mail charges) to the individual making the request.

PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER will not respond to repetitious or vexatious requests for access. In determining whether a request is repetitious or vexatious, it will consider such factors as the frequency with which information is updated, the purpose for which the information is used, and the nature of the information.

To guard against fraudulent requests for access, PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER will require sufficient information to allow it to confirm the identity of the person making the request before granting access or making corrections.

If an individual believes any Personal Information concerning that individual is not correct, that person may request an update of that information by sending a request to us. PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER reserves the right not to change any Personal Information but will append any alternative text the individual concerned believes appropriate. An individual may also request that PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER delete an individual's Personal Information. However, due to technical constraints and the fact that PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER backs up its systems, Personal Information may continue to reside on the system or server after deletion. Individuals, therefore, should not expect that their Personal Information would be completely removed from PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER.

8. Amendment of PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER Practice and This Policy

This statement is in effect as of January 2, 2007. PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER will from time to time review and revise its privacy practices and this Policy Statement. Policy changes will apply to the information collected from the date of posting of the revised Policy Statement to PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER's web site as well as to existing information held by PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER.

9. What You Consent and Agree To

When you provide PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER with Personal Information, you consent and agree to the following:

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- *The collection, use and disclosure of Personal Information from or about you as described in Section 2, and to your right to access and correct data as described in Section 7.*
- *Your acceptance of the risks concerning the transmission of information to PRIME ESTIMATING & SOFTWARE SERVICES, LLC & IT'S PROVIDER as described in Section 5.*
- *The amendment of this Policy Statement as described in Section 8.*

“Knowledge is the key to data; data is the key to more Knowledge”