

This document sets forth the JTC Online Privacy Policy (the "Privacy Policy") for this Web site, www.jtcinc.net (the "Site"). If you have objections to the Privacy Policy, you should not access or use this Site. This Privacy Policy does not govern privacy practices associated with offline activities or other JTC web sites.

### **Changes in Privacy Policy**

All "personal information" ("personal information" is defined as any information that identifies or can be used to identify, contact, or locate the person to whom such information pertains) that we collect and maintain will be subject to the version of the Privacy Policy in effect at the time of such collection. JTC reserves the right to change the Privacy Policy from time to time at its sole discretion, and will provide notice of material changes on the home page of the Site. If as the result of such changes, you want to alter the ways in which JTC is allowed to use your personal information, you can do so by following the procedure described below in the section titled "Updating your personal information and privacy preferences." You will be deemed to have been made aware of, and will be subject to, the changes to the Privacy Policy by your continued use of the Site after such notice has been posted for thirty (30) days with the following exception: If at the time you provide personal information to JTC you are given the opportunity (as you currently are) to limit how such information will be used to communicate with you, either by JTC or by third parties, JTC will not change your preference in this regard without your express consent. However, if JTC sells assets (or the assets of a division or subsidiary) to another entity, or JTC (or a division or subsidiary) is acquired by, or merged with, another entity, JTC may provide to such entity customer information that is related to that part of our business that was sold to or merged with the other entity without your consent.

### **Entities collecting personal information**

Personal information on this Site is collected by Jewell Technical Consulting, Inc. JTC'S e-mail address is HelpDesk@jtcinc.biz. The Site contains links to other sites at which personal information is collected. In such instances, unless expressly provided to the contrary, the collection and use of your personal information will be governed by the privacy policy applicable to that site. That privacy policy should identify the entity that is collecting your personal information.

### **Collection of personal information**

As a visitor to this Site, you can engage in many activities without providing any personal information. It is completely optional for you to engage in activities which would require personal information. If you elect to engage in these activities, however, JTC may ask that you provide us personal information, such as your first and last name, mailing address (including ZIP code), e-mail address, telephone and facsimile numbers, and other personal information. When ordering products or services, you may be asked to provide a credit card number. Depending upon the activity, some of the information that we ask you to provide is identified as mandatory and some as voluntary. If you do not provide the mandatory data with respect to a particular activity, you will not be able to engage in that activity.

When you use the Site, JTC or third parties authorized by JTC may also collect certain technical and routing information about your computer to facilitate your use of the Site and its services. For example, we may log environmental variables, such as browser type, operating system, CPU speed, and the Internet Protocol ("IP") address of your computer. We use these environmental variables to facilitate and

track your use of the Site and its services. JTC also uses such environmental variables to measure traffic patterns on the Site. Without expressly informing you in each particular circumstance, we do not match such information with any of your personal information.

### **How your personal information is used**

JTC collects your information in order to record and support your participation in the activities you select. If you subscribe to a service, for example, the information is used to register your rights, if any, to technical support or other benefits. Your personal information is also used to keep you informed about product upgrades, special offers, and other products and services of JTC.

JTC may collect information about the use of the Site, such as the types of services used and how many users we receive daily. This information is collected in aggregate form, without identifying any user individually. JTC may use this aggregate, non-identifying statistical data for statistical analysis, marketing, or similar promotional purposes.

### **Your choices with respect to personal information**

JTC recognizes and appreciates the importance of responsible use of information collected on this Site. JTC will not provide your name to other companies or organizations without your consent.

There are other instances in which JTC may divulge your personal information. JTC may provide your personal information if necessary, in JTC's good faith judgment, to comply with laws or regulations of a governmental or regulatory body or in response to a valid subpoena, warrant, or order or to protect the rights of JTC or others.

### **Protection of your personal information**

The personal information that you provide in connection with registering yourself as a user of JTC services is classified as Registration Information. Registration Information is protected in several ways. Access by you to your Registration Information is available through a username and password selected by you. This password is encrypted. We recommend that you do not divulge your password to anyone. In addition, your Registration Information resides on a secure server that only selected JTC personnel and contractors have access to via password. JTC encrypts your personal information and thereby strives to prevent unauthorized parties from viewing such information when it is transmitted to JTC.

### **Use of cookies**

When you visit this Site, you can browse the Site and access important information without revealing your identity. In order to improve our Site, we use "cookies" to track your visit. A cookie is a small amount of data that is transferred to your browser by a Web server and can only be read by the server that gave it to you. It functions as your identification card, and enables JTC to record your passwords, purchases, and preferences. It cannot be executed as code or deliver viruses.

Most browsers are initially set to accept cookies. You can set your browser to notify you when you receive a cookie, giving you the chance to decide whether to accept it. (For some Web pages that require an

authorization, cookies are not optional. Users choosing not to accept cookies will probably not be able to access those pages.)

While JTC uses cookies to track your visit to jtcinc.net, and our Web servers automatically log the IP/Internet address of your computer, JTC does not generally use this information to identify you personally.

### **Updating your personal information and privacy preferences**

You have the right to access and correct your personal information and privacy preferences at any time. With respect to Registration Information, this may be accomplished by emailing [HelpDesk@jtcinc.biz](mailto:HelpDesk@jtcinc.biz) or calling 703-794-1225.

### **Privacy-related inquiries and complaints**

JTC takes its users' privacy concerns seriously. If you believe that JTC has not complied with this Privacy Policy with respect to your personal information or you have other related inquiries or concerns, you may write to the JTC Support Center at [HelpDesk@jtcinc.biz](mailto:HelpDesk@jtcinc.biz).

In your letter, please describe in as much detail as possible the nature of your inquiry or the ways in which you believe that the JTC Privacy Policy has not been complied with. We will investigate your inquiry or complaint promptly.

Also, please note that JTC is not responsible for the content or privacy practices of non-JTC Web sites to which this Site or any other JTC Web site may link. You should review the privacy policy of such sites before using the sites.