

## **PRIVACY STATEMENT**

Thank you for visiting our web site. This privacy policy tells you how we use personal information collected at this site. Please read this privacy policy before using the site or submitting any personal information. By using the site, you are accepting the practices described in this privacy policy.

**Note:** the privacy practices set forth in this privacy policy are for this web site only. If you link to other web sites, please review the privacy policies posted at those sites.

### **Collection of Information**

We collect personally identifiable information, like names, postal addresses, email addresses, etc. (“PII”), when voluntarily submitted by our visitors. The information you provide is used to fulfill your specific request. This information is only used to fulfill your specific request, unless you give us permission to use it in another manner, for example to add you to one of our mailing lists. We do not share, sell, rent or trade PII with third parties for their promotional purposes.

### **Cookie/Tracking Technology**

The Site may use cookie and tracking technology depending on the features offered. Cookie and tracking technology are useful for gathering information such as browser type and operating system, tracking the number of visitors to the Site, and understanding how visitors use the Site. Cookies can also help customize the Site for visitors. PII cannot be collected via cookies and other tracking technology. However, if you previously provided PII, cookies may be tied to such information. Aggregate cookie and tracking information may be shared with third parties. We did not link information collected through tracking technologies to PII.

### **Service Providers**

We use other third parties to facilitate and provide corporate relocation services, such as making arrangements for transportation, home marketing assistance, home finding assistance, mortgage assistance, rental assistance, international visa and work permit coordination, international destination services, financial services to foreign nationals in the United States, departure services and repatriation services on our site. When, pursuant to your relocation policy, you are entitled to any of the services listed above, we will share only that PII which is relevant to the specific relocation services being provided by the third party.

These third parties are prohibited from using your PII for any other purpose.

**Distribution of Information** We reserve the right to disclose your PII (i) to governmental agencies or other companies assisting us in fraud prevention or investigation; (ii) as required by law; and (iii) when we believe that disclosure is necessary to protect our rights and/or comply with a judicial proceeding, court order, or legal process served on our Web site. We will only disclose PII to governmental agencies or other companies when trying to protect against or prevent actual or potential fraud or unauthorized transactions or investigating fraud which has already taken place. PII is never provided to these governmental agencies or companies for marketing purposes.

### **Commitment to Data Security**

Your PII is kept secure. Only authorized employees, agents and contractors (who have agreed to keep information secure and confidential) have access to this information. Emails generated by the site are for the sole purpose of facilitating your relocation services. An opt-out option is available to you through your Suddath relocation counselor. Opting out may cause interruptions in, and/or loss of, relocation benefits provided to you by your employer. Please contact your relocation counselor or call (904) 390-7100 for more information on opting out.

### Updating Your PII

You can update, change or delete your PII by accessing the Relocation Zone and signing in using your username and password. Once you sign into the Relocation Zone, you can update your PII by clicking on the “My Profile” button and then the “Start Change Request” button.

If forget your password when signing in to the Relocation Zone, there is a link you can click on which will email you a new password. If you forget your username, you need to contact your relocation counselor.

The security of your PII is important to us. When you enter sensitive information (such as bank account information) on the Relocation Zone portal, we encrypt that information using secure socket layer technology (“SSL”) and Secure HTTP. To learn more about SSL, follow this link: <http://www.webopedia.com/TERM/S/SSL.html>

We follow generally-accepted industry standards to protect PII submitted to us, both during transmission and once we receive it. No method of transmission over the Internet, or method of electronic storage, is 100% secure, however. Therefore, while we strive to use commercially acceptable means to protect your PII, we cannot guarantee its absolute security.

If you have any questions about security on our Web site, you can email us at [privacy@suddath.com](mailto:privacy@suddath.com)

### **Privacy Contact Information**

If you have any questions, concerns, or comments about our privacy policy you may contact us using the information below:

By e-mail: [Privacy@suddath.com](mailto:Privacy@suddath.com)

By Phone: (904) 390-7100

By Mail: The Suddath Companies, 815 South Main Street, Jacksonville, Florida 32207

The effective date of this Privacy Statement is January 2011.

We reserve the right to make changes to this Privacy Statement. Any changes to this Privacy Statement will be posted.

### **Changes to this Privacy Statement**

*If we decide to change our Privacy Statement, we will post those changes to this Privacy Statement, the home page, and other places we deem appropriate so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it.*

*We reserve the right to modify this Privacy Statement at any time, so please review it frequently. If we make material changes to this policy, we will notify you here, by email, or by means of a notice on our home page Any changes to the Policy Statement will only apply to activities and information on a going forward, not retroactive, basis.*