



## **GCSC PRIVACY POLICY**

### **GENERAL**

Thank you for visiting the GCSC's website and reviewing our Privacy Policy. GCSC and its subsidiaries respect your privacy and are committed to protecting it. This Privacy Statement to inform you of our privacy practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our homepage and at the bottom of every mygcsc.com webpage.

We've structured our website so that, in general, you can visit GCSC on the web without identifying yourself or revealing any personal information. When you visit our website, we do not collect any personal information about you unless you choose to provide that information to us.

There are various forms on our website that ask for personal information about you, such as your name, social security number, phone number, and e-mail address. If you provide us with any personal information, we will use it only to contact you in response to your request or to provide you with information that we think you may be interested in receiving. If you inform us that you do not want to receive any information that you have not specifically requested, we will honor your request. We remind you that if you visit a link outside of the GCSC website, you are subject to the privacy policies of that site.

However, we do collect and store information about your visit. Examples of the kind of information we track include which pages you view on our site, the site you visited just before coming to ours, and the name of your Internet service provider. We use this information only to develop ideas for improving our site and make no attempts to link this information with you as an individual.

### **NOTICE**

GCSC uses personal information to better understand your needs and interests and provide you with better service. Once you choose to provide us with personal information, you can be assured that it will only be used to support your customer relationship with GCSC. We take seriously the trust you place in us. GCSC will not sell, rent or lease your personally identifiable information to others.

This privacy statement covers personally identifiable information, anonymous data collection and aggregate reporting. Personally identifiable information is any information that is associated with your name or personal identity. Anonymous (non-personal) information is data about usage and service operation, reported in aggregate, which is not associated to a specific personal identity. Aggregate information is data collected and summarized for a broad category of customers or GCSC services.

### **WHAT WE COLLECT**

On the GCSC website, you can order products or services, make information requests, and subscribe to marketing or support materials. The types of personal information you provide to us on these pages may include name, address, phone, email address, user IDs and passwords, social security numbers, billing information, transaction, credit card information and contact preferences.

To personalize our websites, services or communications and improve our products and services, we may also ask you to provide us with information regarding your personal or professional interests, demographics, and experiences with our products or services. Providing this additional information is optional.

Anonymous (non-personal) data we collect may include the pages visited on mygcsc.com, unique URLs visited within mygcsc.com, browser type and IP address. GCSC is committed to protecting the privacy needs of children and we encourage parents to take an active role in your child's online activities and interests.

If you apply for a job at GCSC, you must provide your email address, educational and employment background, and job interest data. You may choose to submit your name when registering for a class or remain anonymous. GCSC will not use personal data submitted as part of the job application process for any other purpose.

### **HOW WE USE IT**

GCSC uses your information to help us understand your needs and interests and provide you with better services. Specifically, we use your information to help you complete a transaction or order, to communicate with you, to provide service and support, to update you on services and benefits, to personalize promotional offers and to personalize some mygcsc.com websites. Occasionally we may also use your information to contact you for market research regarding GCSC products or services. We will give you the opportunity to opt-out of market research and customer surveys. Credit card information is used only for payment processing and fraud prevention, and is not used for other purposes.

Anonymous (non-personal) data is aggregated for reporting about mygcsc.com website usability, performance, and effectiveness. It is used to improve the customer experience, usability and site content.

### **WHO WE SHARE IT WITH**

GCSC will not sell, rent or lease your personally identifiable information to unrelated third party companies. Some GCSC services are linked with those from other unrelated third party companies, some which offer you the option to share personal data you give with both GCSC and the third party.

Links provided on mygcsc.com to third party websites are provided as a convenience and GCSC does not control those sites or their privacy practices, which may differ from ours. GCSC does not endorse or make any representations about them. We encourage you to review the privacy policy of any company before submitting your personal information. The personal data you choose to give to unrelated third parties is covered by their privacy policies, not the GCSC Privacy Policy. Some third-party companies may choose to share their personal data with GCSC; that sharing is governed by that third-party company's privacy policy.

### **ONWARD TRANSFER**

Personal data given to GCSC may be transferred across state and country borders for the purposes of data consolidation, storage and simplified customer information management.

### **ACCESS AND ACCURACY**

GCSC strives to keep your personally identifiable information accurate. We have put in place managerial data standards, review processes and technological tools to maintain customer data accuracy. We will provide you with access to view and change your information, including making every effort to provide

you with online access. To protect your privacy and security, we will also take reasonable steps to verify your identity, such as a password and user ID, before granting access to your data. Certain areas of GCSC's websites may limit access to specific individuals through the use of passwords and other personal identifiers.

### **SECURITY**

GCSC is committed to ensuring the security of your information. To prevent unauthorized access or disclosure, maintain data accuracy and ensure the appropriate use of the information, GCSC has in place appropriate physical, managerial procedures to safe guard the information we collect. All employees sign a secrecy agreement. This privacy statement applies to all mygcsc.com-owned websites and domains.

### **CHILDREN'S PRIVACY**

Because we care about the safety and privacy of children online, we comply with the Children's Online Privacy Protection Act of 1998 (COPPA). COPPA and its accompanying regulations protect the privacy of children using the Internet. GCSC does not knowingly contact or collect personal information from children under 13 and mygcsc.com is not intended to solicit information of any kind from children under 13.

It is possible that by fraud or deception we may receive information pertaining to children under the age of 13. If we are notified of this, as soon as we verify the information, we will immediately obtain parental consent or otherwise delete the information from our servers.

### **COOKIES**

When you visit mygcsc.com, the web server generates pieces of information known as cookies, which helps us understand how users interact with their site's content and services. Websites use cookies to track one's activities on a website (e.g., pages visited, links clicked on, etc.), and to record information about the user so when the user returns to the site, customized features can be provided. These cookies remain on your computer between visits to mygcsc.com until they expire.

If you decide to disable or remove cookies from your browser, you will continue to have access to all information and resources on mygcsc.com.

### **CHANGES TO POLICY**

This policy may change over time. Your continued use of the site after these changes are posted constitutes your agreement to the changes with regard to information collected.