

## Collection and Use of Personal Information

We collect the following personal information from you:

- Contact Information such as name, email address, mailing address, phone number
- Billing Information such as credit card number and billing address
- Unique Identifiers such as user name, account number, password

As is true of most websites, we automatically gather information about your computer such as your IP address, browser type, referring/exit pages, and operating system.

When we collect information by means of you voluntarily submitting it to us, we will notify you as to why we are asking for it and how it will be used. Set out in this Policy are some of the circumstances when we might collect personal data and what it may be used for.

If you use the services offered on our Web Site, we ask you to give us an email address, and if you elect to purchase a paid subscription to any of the services we offer, we ask you to provide certain financial information such as billing name and credit card number.

We use this information to:

- Fulfill your order
- Send you an order confirmation
- Assess the needs of your business to determine suitable products
- Send you requested product or service information
- Send product updates or warranty information
- Respond to customer service requests
- Administer your account
- Respond to your questions and concerns

## Our Service

We provide a downloadable or cloud hosted task tracking and documentation system. We may also provide various Information Technology consulting services. Our [Terms of Use Agreement](#) has details about use and restrictions of our product and services.

## Choice/Opt-Out

Customers can opt out of being contacted by us by [contacting us](#) at [support@jwpropertyservices.net](mailto:support@jwpropertyservices.net) any time.

However, JW Property Services LLC reserves the right to send its existing customers certain communications relating to the our products and services as part of our commercial relationship with

you, such as service announcements and administrative messages, without offering the opportunity to opt out of receiving them. If you do not wish to receive them, you have the option to cancel your account by logging in to your online account and submitting a support request or by sending an email to [support@jwpropertyservices.net](mailto:support@jwpropertyservices.net).

### Testimonials

We post customer testimonials on our website which may contain personally identifiable information such as the customer's name. We do obtain the customer's consent prior to posting the testimonial to post their name along with their testimonial. If you want to remove your personal information that is being displayed on our website under public pages please send your request to [support@jwpropertyservices.net](mailto:support@jwpropertyservices.net).

### Information Sharing

Except as provided for in our [Terms of Use Agreement](#) or this Policy, we do not disclose your personal information to third parties without your consent.

All financial and billing information that we collect through the Web Site is used solely to check the qualifications of prospective customers and to bill for the Service. This billing information is not used by JW Property Services LLC for marketing or promotional purposes.

We do not sell any of your personal information to third parties or allow third parties to use it for marketing purposes. JW Property Services LLC uses third-party intermediaries to manage payment processing. These intermediaries are solely links in the distribution chain, and are not permitted to store, retain, or use the information provided except for purposes of payment processing.

We may rely on third party service providers to assist us in other aspects of operating the Web Site. For example, we may use third party data centers to host the Web Site and third party storage providers. We obtain appropriate contractual and technical protections to limit these service providers' use and disclosure of your personal information.

We release personal information if we believe we must do so to comply with the law, to enforce our [Terms of Use Agreement](#), or to protect the rights and safety of JW Property Services LLC, our customers, and our individual users.

### Cookies and Other Tracking Technologies

We may use cookies to keep track of your preferences and profile information. Cookies are also used to collect general usage and volume statistical information that does not include personal information.

### Links to Other Websites

Our Web Site include links to other websites whose privacy practices may differ from those of JW Property Services LLC. If you submit personal information to any of those sites, your information is governed by their privacy statements. We encourage you to carefully read the privacy statement of any website you visit.

### Widgets

If our website includes Widgets, which are interactive mini-programs that run on our site to provide specific services from another company (e.g. displaying the news, opinions, music, etc). Personal information, such as your email address, may be collected through the Widget. Cookies may also be set by the Widget to enable it to function properly. Information collected by this Widget is governed by the privacy policy of the company that created it.

### Security

When we collect personal information directly from you, we follow generally accepted industry standards to protect the personal information 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 we cannot guarantee its absolute security. If you have any questions about security on our website, you can contact us at [support@jwpropertyservices.net](mailto:support@jwpropertyservices.net).

### Additional Policy Information

Our website offers publicly accessible blogs or community forums. You should be aware that any information you provide in these areas may be read, collected, and used by others who access them.

### Updating/Accessing/Amending/Correcting Personally Identifiable Information

If your personally identifiable information changes, or if you no longer desire our Service, you may correct, update, amend, delete/remove or deactivate it by making the change in your client account or by emailing our Customer Support at [support@jwpropertyservices.net](mailto:support@jwpropertyservices.net) or by logging into your account and submitting a new support request.

### Notification of Privacy Statement Changes

We may update this privacy statement to reflect changes to our information practices. If we make any material changes we will notify you by email (sent to the e-mail address specified in your account) or by means of a notice on our Web Site prior to the change becoming effective. We encourage you to periodically review this page for the latest information on our privacy practices.

### Contact Information

Questions regarding this Policy or the practices concerning our Web Site should be directed to JW Property Service's Security Administrator by [online submittal](#).