



Due Diligence

HIRE WITH CONFIDENCE.

PRIVACY POLICY

This Privacy Policy ("Policy") has been prepared by Due Diligence, LLC. ("Due Diligence, LLC," "we," or "us"), to describe how we collect, use, store, and disclose your information when you use our website www.duediligence-llc.com or <https://duediligence-llc.instascreen.net/login/form.taz> ("Site"). It also describes the choices available to you regarding our use of your personal information and how you can access and update this information.

Information Collected

We collect information about you in various ways when you use our Sites. Due Diligence, LLC will collect, store, and use personally identifiable information only in compliance with applicable law, including the FCRA.

When you register for an account to use our Services ("Account"), fill out our contact form, or otherwise engage with our website, we may collect the following personal information from you ("Registration and Contact Information"):

- Your name, email address, postal address, phone number, and/or password;
- User generated content and other information you provide;
- Transaction-related information

Access to certain Due Diligence, LLC web pages and online services is not available to the general public and requires the creation of a Due Diligence, LLC account.

When you use our Site to request a pre-employment background screening, we collect information of the candidate including but not limited to their name, email address, Social Security Number, address, and date of birth. We use this information for the sole purpose of completing the requested background screening.

The candidate can request that the personal information be removed from our database by emailing us at support@duediligence-llc.com

When you visit our Site, we may also automatically collect technical data and usage information including, but not limited to IP addresses, search logs, MAC IDs and Device IDs, and other non-specific information that enables us or our third-party vendors to help us prevent fraud, ("Usage Information"). We use a variety of methods to collect Usage Information, including the following:

- **Cookies.** Cookies are small data files stored on your hard drive by a website. Among other things, cookies help us improve our Sites and your experience. We use cookies to see which areas and features are popular and to count visits to our Sites. We use both session ID cookies and persistent cookies. A session ID cookie expires when you close your browser. *We use session cookies to make it easier for you to navigate our site.* A persistent cookie remains on your hard drive for an extended period of time. *We set persistent cookies to remember your computer and passwords so that you don't need to repeatedly reenter your log in information every time you use the site. Persistent cookies also enable us to track and target the interests of*

our users to enhance the experience on our site. If you would like to disable cookies, you can often do so with your browser settings, or by enabling Do Not Track features in your browser. The use of cookies by our partners, affiliates, and service providers is covered by our privacy policy. We do not have access or control over these cookies. Our partners, affiliates, and service providers use session ID and persistent cookies to monitor site usage in order to customize the customer experience, provide relevant advertising, and monitor the effectiveness of Due Diligence, LLC's marketing campaigns.

- **Analytics/Log Files.** As is true of most web sites, we gather certain information automatically and store it in log files. This information includes Internet Protocol (IP) addresses, browser type, Internet Service Provider (ISP), referring/exit pages, operating system, date/time stamps, and clickstream data.

We use this information, which does not identify individual users, to analyze trends, to administer the site, to track user movements around the site, and to gather demographic information about our user base.

We may link this automatically collected data to personal information in order to analyze site usage patterns and to troubleshoot errors. We do not share data that has been automatically linked to personal information with third parties.

Use of Information

We use your Registration and Contact Information and Usage Information to:

- Operate and improve our Sites, products, and services;
- Provide and deliver products and services you request;
- Send you related information, including confirmations, invoices, technical notices, updates, security alerts, and support and administrative messages;
- Send you promotional emails about new products, services, or other resources offered by Due Diligence, LLC;
- Enhance or supplement information we receive from third parties to provide our products or to help protect our users against fraud.

Sharing of Personal Information

We do not disclose your Registration and Contact Information or any personal information except in limited circumstances described here:

- **Your Consent:** We may share or disclose your information with your consent, such as when you use a third party web client or application to access your Account;
- **Service Providers:** We may provide your personal information to companies that provide services to help us with our business activities such as processing payments or offering customer service. These companies are authorized to use your personal information *only as necessary to provide these services to us*.
- **Law and Harm:** We may preserve or disclose your information if we believe that it is reasonably necessary to comply with a law, regulation, or legal request; to protect the safety of any person; to address fraud, security or technical issues; or to protect Due Diligence, LLC's rights or property;
- **Business Transfers:** In the event that Due Diligence, LLC is involved in a bankruptcy, merger, acquisition, reorganization or sale of assets, your information may be sold or transferred as part of that transaction. The promises of this Policy will apply to your information as transferred to the new entity. You will be notified via email and/or a prominent notice on our Web site of any change in ownership or uses of your personal information, as well as any choices you may have regarding your personal information.
- We do not transfer personal information to third parties.

Security of Personal Information We take commercially reasonable precautions and have implemented commercially reasonable technical measures intended to protect against unauthorized access to, erroneous disclosure of, and unlawful interception of your information. When you enter sensitive information (such as a credit card number) on our order forms, we encrypt the transmission of that information using secure socket layer technology (SSL). However, your email transmissions and/or other communications containing personal information may be unlawfully intercepted or accessed by third parties and/or the Site may be subject to hostile network attacks or administrative errors. We cannot and do not guarantee the security of any information transmitted over the Internet. Even after we receive your information, we cannot guarantee that your information may not be accessed, disclosed,

altered, or destroyed as a result of a breach of our commercially reasonable efforts or as a result of an event beyond our reasonable control. Accordingly, we cannot and do not guarantee that your information is completely secure and safe from such risks. **WE EXPRESSLY DISCLAIM ANY REPRESENTATION OR WARRANTY, WHETHER EXPRESS OR IMPLIED, WITH RESPECT TO ENSURING, GUARANTEEING, OR OTHERWISE OFFERING ANY DEFINITIVE PROMISE OF SECURITY IN CONNECTION WITH YOUR PERSONAL INFORMATION OR USAGE INFORMATION.**

Access to Information

If your personal information changes, or if you no longer desire our service, you may correct, update, amend, delete, remove, or deactivate it by making the change on our member information page or by emailing us at support@duediligence-llc.com. We will respond to your request to access within 30 days.

Data Retention

Due Diligence, LLC, will retain the information you provide to us for as long as your account is active or as needed to provide you services. We will use your information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements. Due Diligence, LLC, stores and processes personal information solely in the United States.

Opt Out

We may use the information we collect to contact you and to provide information about Due Diligence, LLC products and services, send you newsletters and promotional emails, respond to your comments and questions, notify you of any changes to your account, or to send confirmations, technical notices, updates, security alerts, and support and administrative messages. By registering with Due Diligence, LLC, you are authorizing Due Diligence, LLC to email you in accordance with this Policy. You may opt out of receiving newsletters or promotional emails from us by replying "unsubscribe" or clicking on the unsubscribe link in those emails, by sending us a message by email or postal mail at the address below. We will endeavor to implement your request within a reasonable period of time after receiving it.

Privacy Department

801 American, Suite F, San Carlos, CA 94070

If you opt out, we may still send you non-promotional emails, such as emails about your accounts or our ongoing business relations.

Children's Information

Due Diligence, LLC is not directed to individuals under the age of 13 and we do not knowingly collect personal information from children under the age of 13. If we discover that we have collected personal information on a child under the age of 13 via Due Diligence, LLC.com, we will promptly remove it from our systems.

Changes to this Policy

We reserve the right to modify this Policy at any time. If we make any changes to this Policy, we will change the "Last Updated" date above.
