Privacy Policy

Effective Date: February 12, 2025

This privacy policy applies to www.data-basics.com owned and operated by DATABASICS, Inc. This policy describes how DATABASICS, Inc. collects, uses, and discloses certain personally identifiable information that it receives in the United States from the European Union ("EU Personal Data") both on our web site located at www.data-basics.com and offline. In particular, DATABASICS, Inc. recognizes that the European Union has established strict protections regarding the handling of EU Personal Data, and DATABASICS, Inc.

This Privacy Policy also covers our collection, use and disclosure of personal information that we collect through our service or platform. The use of information collected through our service or platform is limited to the purpose of providing the service for which our client has engaged DATABASICS, Inc.

EU-U.S. Data Privacy Framework with UK Extension, and Swiss-U.S. Data Privacy Framework

DATABASICS, Inc. complies[comply] with the EU-U.S. Data Privacy Framework (EU-U.S. DPF), the UK Extension to the EU-U.S. DPF, and the Swiss-U.S. Data Privacy Framework (Swiss-U.S. DPF) as set forth by the U.S. Department of Commerce. DATABASICS, Inc. has[have] certified to the U.S. Department of Commerce that it adheres to the EU-U.S. Data Privacy Framework Principles (EU-U.S. DPF Principles) with regard to the processing of personal data received from the European Union in reliance on the EU-U.S. DPF and from the United Kingdom (and Gibraltar) under the UK Extension to the EU-U.S. DPF. DATABASICS, Inc. has[have] certified to the U.S. Department of Commerce that it adheres to the Swiss-U.S. Data Privacy Framework Principles (Swiss-U.S. DPF Principles) with regard to the processing of personal data received from Switzerland in reliance on the Swiss-U.S. DPF. If there is any conflict between the terms in this privacy policy and the EU-U.S. DPF Principles and/or the Swiss-U.S. DPF Principles, the Principles shall govern. To learn more about the Data Privacy Framework (DPF) program, and to view our certification, please visit https://www.dataprivacyframework.gov/.

DATABASICS, Inc. is responsible for the processing of personal data it receives, under the EU-U.S. DPF, the UK Extension to the EU-U.S. DPF, and Swiss-U.S. DPF and subsequently transfers to a third party acting as an agent on its behalf. DATABASICS, Inc. complies with the EU-U.S. DPF Principles and the Swiss-U.S. DPF Principles for all onward transfers of personal data from the EU, the UK and Switzerland, including the onward transfer liability provisions.

With respect to personal data received or transferred pursuant to the EU-U.S. DPF, the UK Extension to the EU-U.S. DPF, and the Swiss-U.S. DPF, DATABASICS, Inc. is subject to the regulatory enforcement powers of the U.S. Federal Trade Commission. In certain situations, we may be required to disclose personal data in response to lawful requests by public authorities, including to meet national security or law enforcement requirements.

In compliance with the EU-U.S. DPF, the UK Extension to the EU-U.S. DPF, and the Swiss-U.S. DPF, DATABASICS, Inc. commits to refer unresolved complaints concerning our handling of personal data received in reliance on the EU-U.S. DPF, the UK Extension to the EU-U.S. DPF, and

the Swiss-U.S. DPF to TRUSTe, an alternative dispute resolution provider based in the United States. If you do not receive timely acknowledgment of your DPF Principles-related complaint from us, or if we have not addressed your DPF Principles-related complaint to your satisfaction, please visit https://feedback-form.truste.com/watchdog/request for more information or to file a complaint. These dispute resolution services are provided at no cost to you.

For complaints regarding EU-U.S. DPF, the UK Extension to the EU-U.S DPF, and Swiss-U.S. DPF compliance not resolved by any of the other DPF mechanisms, you have the possibility, under certain conditions, to invoke binding arbitration. Further information can be found on the official DPF websit e: https://www.dataprivacyframework.gov/s/article/ANNEX-I-introduction-dpf?tabset-35584=2.

In compliance with the EU-U.S. DPF, DATABASICS, Inc. to resolve DPF Principles-related complaints about our collection and use of your personal information. EU individuals with inquiries or complaints regarding our handling of personal data received in reliance on the EU-U.S. DPF should first contact DATABASICS, Inc. at:

8201 Greensboro Dr, Ste 345, Tysons, VA 22102
Toll-free: 1 (800) 599-0434
Local: (703) 436-8558
support@data-basics.com

Personally Identifiable Information that We Collect

In general, you can visit this web site (www.data-basics.com) without identifying yourself or revealing any personally identifiable information. There are times, however, that you may choose to give us personally identifiable information, such as your name, address, phone number, e-mail address and other information about yourself. For example, if you would like to receive information about DATABASICS, Inc., you will need to provide us information such as your name, e-mail address and/or telephone number. In response to employment opportunities at DATABASICS, Inc., you may submit your resume through this web site. We also provide you with the opportunity to e-mail us questions or comments about this web site and our company.

Our Use of Your Personally Identifiable Information

We only use the personally identifiable information that you provide through this web site to help us improve our services to you, to provide you with the information you have requested, to respond to your questions or resume submission, and for other internal purposes.

Choice

Some personal data is necessary in order to provide certain services. However, you may choose to limit DATABASICS's use of your personal data by adjusting your browser settings, opting out, or you may contact us at support@data-basics.com for more information regarding your choices. Since personal data may be needed to process an order, if you choose not to participate, we may not be able to perform a requested service or complete a transaction.

If personal data is to be used in a way not previously disclosed or shared with external parties not covered in this Privacy Policy, you will be provided the opportunity to opt-out.

Access to Your Personally Identifiable Information

Upon request DATABASICS, Inc. will provide you with information about whether we hold, or process on behalf of a third party, any of your personal information. To request this information please complete this form, contact us at +1 (800) 599-0434 ext. 200.

If you would like to access personally identifiable information that you have provided through this web site to correct or request deletion, please contact us at support@data-basics.com or 703-262-0097 x243. We will respond to your request within 30 days.

Third-Party Access to Your Personally Identifiable Information

DATABASICS, Inc. will not sell, rent, or lease to others any personally identifiable information that you provide through this web site. Unless we have your permission, we will only share the personally identifiable information you provide through this web site with other DATABASICS, Inc. entities and/or business partners who are acting on our behalf for the uses described in this Privacy Policy. All DATABASICS, Inc. entities and/or business partners having access to your personally identifiable information are subject to this Privacy Policy with respect to the use of your personally identifiable information. These companies are authorized to use your personally identifiable information only as necessary to provide these services to us.

We reserve the right to disclose your personally identifiable information as required or permitted by law, or when we believe that disclosure is necessary to protect our rights and/or to comply with a judicial proceeding, a court order, a law enforcement request, or other legal process served on this web site.

Passive Collection

As is true of most websites, we gather certain information automatically. This information may include Internet protocol (IP) addresses, browser type, Internet service provider (ISP), referring/exit pages, the files viewed on our site (e.g., HTML pages, graphics, etc.), operating system, date/time stamp, and/or clickstream data to analyze trends in the aggregate and administer the site.

Tracking Technologies

DATABASICS, Inc. and its partners use cookies or similar technologies to analyze trends, administer the website, track users' movements around the website, and to gather demographic information about our user base as a whole. You can control the use of cookies at the individual browser level, but if you choose to disable cookies, it may limit your use of certain features or functions on our website or service.

We partner with a third party to either display advertising on our web site or to manage our advertising on other sites. Our third-party partner may use technologies such as cookies to gather information about your activities on this site and other sites in order to provide you advertising based upon your browsing activities and interests. If you wish to not have this information used for the purpose of serving you interest-based ads, you may opt-out by clicking here (or if located in the European Union click here) Please note this does not opt you out of being served ads. You will continue to receive generic ads.

We use Google AdSense to publish ads on this site. When you view or click on an ad, a cookie will be set to help better provide advertisements that may be of interest to you on this and other web sites. You may opt out of the use of this cookie by visiting Google's Advertising and Privacy page: http://www.google.com/privacy_ads.html

Customer Testimonials

We post customer testimonials/comments/reviews on our web site that may contain personally identifiable information. We do obtain the customer's consent via e-mail prior to posting the testimonial to post their name along with their testimonial. If you wish to update or delete your testimonial, you can contact us at support@data-basics.com.

Blogs

Our web site 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. *To request removal of your personally identifiable information from our blog or community forum, contact us at support@data-basics.com*. In some cases, we may not be able to remove your personally identifiable information, in which case we will let you know if we are unable to do so and why.

Newsletters

If you wish to subscribe to our newsletter(s), we will use your name and e-mail address to send the newsletter to you. Out of respect for your privacy you may choose to stop receiving our newsletter or marketing e-mails by following the unsubscribe instructions included in these e-mails or you can contact us at support@data-basics.com or 703-262-0097.

Customer Service

We will communicate with you in response to your inquiries, to provide the services you request, and to manage your account. We will communicate with you by e-mail or telephone, in accordance with your wishes.

Data Security and Integrity

We follow generally accepted industry standards to protect the personally identifiable information submitted to us on our web site, both during transmission and once we receive it. We have implemented commercially reasonable technical and organizational safeguards to appropriately protect your personal information against accidental, unauthorized, or unlawful access, use, loss, destruction or damage. The measures that we utilize are administrative — such as requiring our employees to obtain a Security Awareness Certification every two years, technical — such as encryption techniques and network firewalls, and physical – such as surveillance and motion cameras and requiring an authorized badge, photo ID and biometric scan in order to physically access the server room.

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 personally identifiable information, we cannot guarantee its absolute security. If you have any questions about security, you can contact us by using the contact form on our web site.

Data Retention

We will retain your information for as long as your account is active or as needed to provide you services. If you wish to cancel your account or request that we no longer use your information to provide you services contact us at support@data-basics.com. We will retain and use your information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

Links to 3rd Party Sites

Our Site includes links to other web sites whose privacy practices may differ from those of DATABASICS, Inc. If you submit personally identifiable information to any of those sites, your information is governed by their privacy policies. We encourage you to carefully read the privacy policy of any web site you visit.

Social Media Widgets

Our web site includes Social Media Features and Widgets, such as the Share this button or interactive mini-programs that run on our site. These Features may collect your IP address, which page you are visiting on our site, and may set a cookie to enable the Feature to function properly. Social Media Features and Widgets are either hosted by a third party or hosted directly on our Site. Your interactions with these Features are governed by the privacy policy of the company providing it.

Changes in this Privacy Policy or Our Privacy Practices

If we decide to change our privacy policy or practices, we will post those changes to this privacy policy, 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 policy at any time, so please review it frequently. If we make material changes to this policy, we will notify you here, by e-mail, or by means of a notice on our home page prior to the change becoming effective.

If you have any questions or concerns about this privacy notice, the practices of this site or your interaction with this web site, please contact 8201 Greensboro Drive Suite 345, Mclean, VA 22102.

DATABASICS, Inc. provides a wide variety of services and solutions to its business clients (each, a “Client”) that facilitate services for their employees (“End Users”). In these cases, personal data collected from End Users is owned by the applicable Client, and DATABASICS, Inc. processes this data on the Client’s behalf. There may be limited instances in which DATABASICS, Inc. owns and processes personal data collected from End Users on its own behalf, rather than on behalf of a Client. In all instances, DATABASICS, Inc. will obtain access to EU Personal Data about End Users in the course of operating web sites, providing contractually obligated services, and providing customer care and other related services. Such data may include, name, billing address, business address, e-mail address, telephone number, and other information, depending on the particular Client, web site or other application or service at issue. In all instances, DATABASICS, Inc. will not share, sell, rent or trade with third parties for promotional purposes any personal data processed by DATABASICS, Inc., unless DATABASICS, Inc. is directed to do so by a Client who owns such personal data.

DATABASICS, Inc. collects information under the direction of its Clients, and has no direct relationship with the individuals whose personal data it processes. If you are a customer of one of our Clients and would no longer like to be contacted by one of our Clients that use our service, please

contact the Client that you interact with directly. We may transfer personal information to companies that help us provide our service. Transfers to subsequent third parties are covered by the service agreements with our Clients.

DATABASICS, Inc. has no direct relationship with the individuals whose personal data it processes. An individual who seeks access, or who seeks to correct, amend, or delete inaccurate data should direct his query to the DATABASICS, Inc.'s Client (the data controller). If requested to remove data we will respond within a reasonable timeframe.

We will retain personal data we process on behalf of our Clients for as long as needed to provide services to our Client. DATABASICS, Inc. will retain this personal information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

Clients, Suppliers, and Business Partners

DATABASICS, Inc. may obtain various types of EU Personal Data about our business clients or their end users. Such data may include contact information (names, business addresses, phone and fax numbers, and e-mail addresses); information about products and services ordered or provided; financial and payment information; user ID, passwords, and information collected through Internet-based activities, and other transaction-related data.

DATABASICS, Inc. may use these types of EU Personal Data for business purposes, including to deliver or provide services; to establish or maintain client and business relationships; to provide access to Internet-based activities; to perform accounting functions; and to conduct other activities as necessary or appropriate in connection with the servicing and development of the business relationship.

Wherever we obtain access to EU Personal Data about Data Subjects or End Users, we are acting as a mere data processor on behalf of our business clients, and we therefore conduct such activities strictly in accordance with their instructions and pursuant to our contractual arrangements with them. If you are a an End User with an existing relationship with one of our Business Clients, you should refer to the Client's website to understand the privacy practices that apply to EU Personal Data that we may maintain about you. Moreover, if you would like to access and review your EU Personal Data, you should contact our Business Client with any such requests. We will cooperate as appropriate with requests from our Business Clients to assist with such responses.

Information Sharing

We will share your personal information with third parties only in the ways that are described in this privacy policy. We do not sell your personal information to third parties.

All billing information is collected offline, we take steps to insure the offline security of your payments. Please see our Security section below for how we handle sensitive information collected offline.

In certain situations, DATABASICS, Inc. may be required to disclose personal data in response to lawful requests by public authorities, including to meet national security or law enforcement requirements.

We reserve the right to disclose your personally identifiable information as required by law and when we believe that disclosure is necessary to protect our rights and/or comply with a judicial proceeding, court order, or legal process served either on our web site or to our company directly.

DATABASICS, Inc. may disclose EU Personal Data to business partners and service providers as necessary in connection with the performance of requested services or solutions, or as otherwise appropriate in connection with a legitimate business need. These third-party companies are authorized to use your personal information only as necessary to provide these services to us, pursuant to written instructions. In such cases, these companies must abide by our data privacy and security requirements, and are not allowed to use PI they receive from us for any other purpose. Representative business processes that our service providers/vendors assist us which include:

- Payment Processing
- Sending marketing communications

DATABASICS, Inc.may also disclose US and EU Personal Data as necessary in connection with the sale or transfer of all or part of the business. In these situations, DATABASICS, Inc. will require the recipient of the data to protect the data in accordance with the relevant principles in the Data Privacy Framework, or otherwise take steps to ensure that the EU Personal Data is appropriately protected. You will be notified via e-mail 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. DATABASICS, Inc. may also disclose EU Personal Data where required or permitted by law, or where DATABASICS, Inc. believes that such disclosures are appropriate in connection with a law enforcement request.

DATA-BASICS.com is certified every three months for PCI DSS compliance. This means that DATABASICS, Inc. adheres to industry standards for the processing and storage of credit card information.

NOTE: No mobile information will be shared with third parties/affiliates for marketing/promotional purposes. All other categories exclude text messaging originator opt-in data and consent; this information will not be shared with any third parties.

Contact Information

If you have a question about this Privacy Policy, or wish to inquire about our personal information handling practices, please contact us as follows:

DATABASICS, Inc.
8201Greensboro Drive Suite 345 Mclean, VA 22102

Toll-free: 1 (800) 599-0434
Local: (703) 436-8558
support@data-basics.com