

## Privacy Policy

This policy describes how Insight collects, uses, and shares personal information. You can jump to particular topics by going to the headings below:

**Types Of Information We Collect.**

**Use And Processing Of Information.**

**Sharing Of Information.**

**Your Choices.**

**How We Protect Personal Information.**

**Miscellaneous**

**Contact Information.**

**Types Of Information We Collect.**

The following provides examples of the type of information that we collect from you and how we use that information.

Context	Types of Data, Purpose for Collection, and Use of Data
Employment	If you apply for a job posting, or become an employee, we collect information necessary to process your application. This may include, among other things, your Social Security Number.
Feedback/Support	If you provide us feedback or contact us for support, we will collect your name and e-mail address, as well as any other content that you send to us, in order to reply.
Mailing List	When you sign up for one of our mailing lists, we collect your email address or postal address.
Surveys	When you participate in a survey, we collect information that you provide through the survey. If the survey is provided by a third party service provider, the third party's privacy policy applies to the collection, use, and disclosure of your information.
Third Parties	We may collect information from you, either directly or through Google Analytics, including your browser type, operating system, Internet Protocol (IP) address (a number that is automatically assigned to your computer when you use the Internet), domain name, click-activity, referring website, and/or a date/time stamp for your visit.

In addition, we may also receive information about you from other sources, including third parties, business partners, our affiliates, or publicly available sources, including LinkedIn. For example, if you submit a job application, or become an employee, we may conduct a background check.

**Use And Processing Of Information.**

In addition to the purposes and uses described above, we use your information in the following ways:

- To identify you when you visit our websites.
- To provide services and information you request.

- To improve our services.
- To conduct analytics.
- To respond to your inquiries related to support, employment opportunities, or other requests.
- To send marketing and promotional materials.
- For internal administrative purposes, as well as to manage our relationship with you.

As discussed in the sections above, our collection and processing of your information is based in different contexts upon your consent, our need to perform a contract, our obligations under law, and/or our legitimate interest in conducting our business.

### **Sharing Of Information.**

In addition to the specific situations discussed elsewhere in this policy, we disclose information in the following situations:

1. **Affiliates and Acquisitions.** If another company acquires our company, business, or our assets, or if we create an affiliated company, we will share your information with that company.
2. **Other Disclosures With Your Consent.** We may ask if you would like us to share your information with other unaffiliated third parties who are not described elsewhere in this policy.
3. **Other Disclosures Without Your Consent.** We may disclose information in response to subpoenas, warrants, or court orders, or in connection with any legal process, or to comply with relevant laws. We may also share your information in order to establish or exercise our rights, to defend against a legal claim, to investigate, prevent, or take action regarding possible illegal activities, suspected fraud, safety of person or property, or a violation of our policies, or to comply with your request for the provision of services by a third party intermediary.
4. **Service Providers.** We may share your information with service providers. Among other things service providers may help us to administer our website, conduct surveys, and provide technical support.

### **Your Choices.**

You can make the following choices regarding your personal information:

1. **Promotional Emails.** You may choose to provide us with your email address for the purpose of allowing us to send free newsletters, surveys, offers, and other promotional materials to you. You can stop receiving these emails by following the unsubscribe instructions in e-mails that you receive. If you decide not to receive promotional emails, we may still send you service related communications.
2. **Changes To Your Personal Information.** We rely on you to update and correct your personal information. To do so, please contact us at the address below. Note that we may keep historical information in our backup files as permitted by law.
3. **Deletion Of Your Personal Information.** Typically we retain your personal information for the period necessary to fulfill the purposes outlined in this policy, unless a longer retention period is required or permitted by law. You may, however, request that we delete your personal information by contacting us at the address described below. When we delete personal information it will be removed from our active database, but it may remain in archives where it is not practical or possible to delete it. In addition, we may keep your personal information as needed to comply with our legal obligations, resolve disputes, and/or enforce any of our agreements.
4. **Revocation Of Consent.** We rely your consent to the processing of personal information that you have provided. If you revoke your consent for the processing of personal information then we may no longer be able to provide you services. In some cases, we may limit or deny your request to revoke consent if the law permits or requires us to do so, or if we are unable to adequately verify your identity.

5. **Access To Your Personal Information.** If required by law, upon request, we will grant you with reasonable access to the personal information that have about you. You may request access to your personal information by contacting us at the address described below.
6. **Online Tracking.** We do not currently recognize automated browser signals regarding tracking mechanisms, which may include "Do Not Track" instructions.
7. **California Residents.** California residents may be entitled to ask us for a notice describing what categories of personal information (if any) we share with third parties or affiliates for direct marketing. If you are a California resident and would like a copy of such notice, please submit a written request to us using the information in the "Contact Information" section below.

### **How We Protect Personal Information**

No method of transmission over the Internet, or method of electronic storage, is fully secure. While we use reasonable efforts to protect your personal information from unauthorized access, use, or disclosure, we cannot guarantee the security of your personal information. In the event that we are required by law to inform you of any unauthorized access to your personal information, we may notify you electronically, in writing, or by telephone, if permitted to do so by law.

### **Miscellaneous**

The following additional information relates to our privacy practices:

- **Transmission Of Information To Other Countries.** Your information may be processed in a foreign country where privacy laws may be less stringent than the laws in your country. Nonetheless, where possible, we take steps to treat personal information using the same privacy principles that apply pursuant to the law of the country in which we first received your information. By submitting your personal information to us you agree to the transfer, storage and processing of your information in a country other than your country of residence including, but not necessarily limited to, the United States. If you would like more information concerning our attempts to apply the privacy principles applicable in one jurisdiction continue to data when it goes to another jurisdiction, you can contact us using the contact information below.
- **Third Party Applications/Websites.** We have no control over the privacy practices of websites or applications that we do not own.
- **Changes To This Privacy Policy.** We may change our privacy policy and practices over time. To the extent that our policy changes in a material way, the policy that was in place at the time that you submitted personal information to us will generally govern that information unless we receive your consent to the new privacy policy.

**Contact Information.** If you have any questions, comments, or complaints concerning our privacy practices please contact us at the appropriate address below. We will attempt, where practical, to respond to your requests and to provide you with additional privacy-related information.

**Lee Vida  
4660 N. Ravenswood Ave.  
Chicago, IL 60640  
lvida@insightpd.com**

If you are not satisfied with our response, and are in the European Union, you may have a right to lodge a complaint with your local supervisory authority.

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