

# **Client Data Protection Policy for MicahTek, Inc.**

## **Introduction**

MicahTek, Inc. offers Call Center, Ecommerce and other services to clients who collect and use certain information about individuals and organizations. In addition, contact names and addresses may include suppliers, business contacts, employees and other people the client has a relationship with or may need to contact.

This policy describes how this personal data must be collected, handled and stored to meet the company's data protection standards and to comply with the law.

## **What information our clients collect**

MicahTek, Inc. clients may collect your personal details, contact details and other details of individuals that will allow them to assess your requests and to provide appropriate offers and services to you.

If you are providing information and/or contact data for a third party (i.e. someone other than yourself) we assume that you have their explicit consent to share this with us. They retain the right to access, correct or remove this information at any point.

## **How we use your personal information.**

MicahTek, Inc. client's use personal information to enable them to provide services as stated in our Contract of Services.

Clients may, from time to time, contact you regarding programs, campaign offers, products, legal, technical, regulatory or industry changes that they believe should be brought to your attention.

MicahTek Inc. clients may need to provide your information to service providers (i.e. third party vendors) or other professionals... In these instances client approval is always provided before doing so.

## **How we store your personal information**

Your data will be stored electronically or in hard copy in a secure location at our office at MicahTek, Inc. 8215 S Elm Place, Broken Arrow, OK 74011 or MicahTek's hosting Data Center – Tulsa Connect, 4500 S. 129th E Ave, Broken Arrow, OK . Data Centers are accessible to relevant team members only.

## **Access to your information, correction and removal**

You have the right to request a copy of the information that we hold about you, to correct it or remove it. We want to be sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

For access requests your information will be provided within 30 days of your initial request. If your request is deemed excessive we may notify you that there will be an administrative cost for providing this access request.

If you would like a copy of some or all of your personal information, please contact our Privacy Officer, on the contact details below.

### **Changes to our privacy policy**

We keep our privacy policy under review and will place updates on our website. This privacy policy was last updated on May 18, 2018

### **How to contact us**

Please contact us if you have any questions about our privacy policy or information that we hold about you.

#### **Mike Conners - Data Privacy Officer**

**By telephone:** 918-449-3300

**By email:** [mconners@micahtek.com](mailto:mconners@micahtek.com)

**By writing:** MicahTek, Inc., 8215 S Elm Place, Broken Arrow, OK 74011