



### **REDDING TECHNOLOGY PARTNERS, INC. PRIVACY POLICY**

#### **Introduction**

Redding Technology Partners, Inc. (hereinafter referred to as RTP) maintains compliance with California civil code, section 1798.80-1798.84, which governs how an individual's personal information is collected, stored, used and disclosed.

RTP must obtain an individual's consent when collecting, using or disclosing the individual's personal information.

Individuals have the right to access their personal information held by an organization and to challenge its accuracy, if need be. Personal information can only be used for the purposes for which it was collected. If an organization is going to use it for another purpose, consent must be obtained again.

Personal information includes any of the following about an identifiable company or individual including but not limited to: company name, contact names, address, phone and fax numbers, credit card numbers, Provincial Sales Tax (PST) exemption numbers.

RTP privacy policy does not impose any limits on the collection, use or disclosure of the following information:

- a. Information that is publicly available, such as a person's name, address, telephone number and electronic address, when listed in a directory or made available through directory assistance;
- b. Business-contact information, such as the name, title or business address or telephone number of an employee of an organization.

By dealing with RTP, you agree that RTP may collect, use, store, maintain, transfer, and delete your personal information and any third party personal information provided to RTP in accordance with this Privacy Policy.

RTP collects and stores any information that you, as a customer, provide us in order to complete an inquiry, process an order, or respond to a request for information about a product or service offered by RTP. If you request that product or services be delivered to an end user customer, RTP collects that information to process your request at that time and in the future.

As an individual, you have the right to access your personal information and request changes, if required. It is your legal right to choose not to provide RTP with some or all of your personal information, or to deny us the use or disclosure of your information for certain purposes. Should you exercise this right, RTP will not unreasonably withhold requested products and/or services; however, certain information must be provided in order to supply products or services. By



providing your consent for us to collect, use and disclose your personal information, RTP can better provide you with personalized services, products and product information.

### **Limit Use, Disclosure And Retention of Personal Information**

RTP will only disclose the personal information with your express consent, unless:

- a. Releasing such information is otherwise required by applicable law, statute, regulation, ordinance, or court order or
- b. RTP has reason to believe that disclosing such information is necessary to identify, contact, or bring legal action against someone who may be causing injury to or interference with (either intentionally or unintentionally) RTP rights or property, or anyone else that could be harmed by such activities.

The Privacy Officer can be reached at:

Redding Technology Partners, Inc.  
900 Market Street  
Redding, CA 96001  
or emailed at [info@dhscottt.com](mailto:info@dhscottt.com)

Customers may access their information by completing a Request for Personal Information form and submitting the same to the Privacy Officer at RTP. Requests must be in writing with appropriate identification provided.

### **Handling Complaints and Questions**

RTP will investigate all complaints and if it finds a complaint justified will try to resolve it. If necessary RTP will take appropriate measures to ensure that other customers will not experience the same problem.

If a customer is not satisfied with the way RTP has responded to a complaint concerning their personal information, there are a variety of resources available for pursuing the customers concerns.

If a customer is not satisfied that RTP is operating in compliance with the requirements of this code, the customer may file a written complaint with the California Office of Information Security and Privacy Protection at the following email address/telephone number:

[privacy@oispp.ca.gov](mailto:privacy@oispp.ca.gov)  
(866) 785-9663