

Student Maid's Website Privacy Policy

Date: January 1, 2019

Privacy Statement

Student Maid has created this security and privacy statement in order to document and communicate its commitment to doing business with the highest ethical standards and appropriate internal controls.

We respect your privacy. Information you entrust to Student Maid will be handled with the greatest care, and Student Maid will not use the information in ways to which you have not consented or is not required by law.

Policy Scope

Sites Covered by this Policy - This Privacy Policy applies to all Student Maid-owned websites and domains, and our wholly owned subsidiaries.

Links to Other Sites - This site contains links to other sites. Student Maid is not responsible for the security or privacy practices of these sites, the products or services offered by these sites, or the content appearing at these sites. Student Maid does not endorse any of the products or services marketed at these other sites.

Website Information Gathering

Student Maid recognizes the importance of keeping the information we collect about you confidential. We always take great care to protect what you entrust to us. Student Maid is committed to protecting the privacy of visitors to our website.

Personal Information Gathering - We do not automatically collect personally identifiable information (PII) about our website visitors. We may record the Internet protocol (IP) address of the computer you are using, the browser software used, the operating systems used, and the websites from which our visitors link directly to our site. We aggregate and use this information to determine how many visitors we have to different pages on our website, to detect and correct systems problems, and to improve the usability of our website. This information is not connected to individual names or personal identities.

Explicit Information Gathering - You can examine our entire website without providing any information whatsoever. Our website's request-for-more-information form requires users to give us contact information. This information is used to provide information to those who inquire about our products and services, to ship orders, to bill orders, and to handle related business matters. This information is also used to get in touch with customers when necessary. From time to time, the information gathered through this site will be used to notify you about products and services that we think will be of interest to you.

Covert Information Gathering - Our site does not covertly capture information regarding the specific activities of any particular user. We do not have any arrangements with any other sites to track or monitor user activities on the Web. Our site does, however, produce reports that permit us to view your activity on our site in anonymous or aggregated form. We do not use cookies, web bugs, or any other active content mechanism to capture or maintain information about users without their prior consent. The only personal information that we capture has been specifically submitted to us through the request-for-more-information form. We do not store any persistent information on your computer.

Cookies and Web Bugs - At this time, we do not use cookies on this site. If this changes, this policy statement will be updated to disclose how Student Maid uses cookies and for what purpose.

Personal Information Usage - When you disclose personal information to us that is where it stays. The only exception involves disclosure to the government according to normal business practice, for instance for the collection of taxes, and according to the orders of a court, for example responding to a subpoena or search warrant. We do not sell, rent, trade, lend, or otherwise transfer such personal information to affiliates, subsidiaries, sister companies, holding companies, parent companies, strategic partners, or any other organization.

Children

Precautions For Children - Student Maid does not attempt to collect personal information from children, and we do not provide services to children. The Student Maid website is not directed to children under age 18, and we do not knowingly collect personal information from children under age 18. If a child sends personal information to us, and this information can be identified as originating from a child, the information will be deleted. We cannot always determine which information originates with a user that is a child. We do not maintain databases about children.

Email List Privacy

Opt-in Email Lists - We use email lists that we have assembled from people who have indicated they want additional information about our services. Additionally, we use email lists that are comprised of people who have requested additional information about services similar to those Student Maid provides.

Personal Contacts: Student Maid personnel frequently give presentations at conferences and seminars; write books, articles and newsletters; and participate in similar types of group and individual communications. We often receive business cards as well as requests for additional information or help with risk related issues. When we receive requests for information or help in person, from our website from information volunteered by our website visitors, or from conferences from people indicating they want more information about our type of services, we will place these individuals on our contact list.

Email List Privacy - Student Maid does not sell, rent or share our email lists with any other third parties. We do not link our email lists to any other databases. We do not store emails or individual information on our web server. All personally identifiable information is stored on servers behind our firewall.

Third Party Access to Personal Information

Third Party Access to Personal Information - Student Maid may use third-parties to process your personal information. In these cases, the information is only used for Student Maid business purposes. Student Maid contractually prohibits these vendors from using your personal data for any other activities, and from disclosing, selling or leasing them to any other parties.

Website Security

Security Measures - Our site is protected with a variety of security measures such as change control procedures, passwords, and physical access controls. We also employ a variety of other mechanisms to ensure that data you provide is not lost, misused, or altered inappropriately. These controls include data confidentiality policies and regular database backups.

Encryption Policy - Please be aware that the information you send to us in the information request form, privacy information request form, or in an email message will not be encrypted. Do not send any confidential information within clear text forms or email messages. If you want to give us confidential information, please call us at the number given at the bottom of this page.

Storage of Personally Identifiable Information (PII) - We do not store any personally identifiable information on our web server.

Accountability - Information security personnel ensure the security of the information we process and store.

Policies and Procedures - Student Maid has internal policies and procedures to limit access to your information to only those who have a business need to view it.

Sensitive Communicating Via Email and Web Page

Sending Confidential Information – Websites visitors must not use this site to submit confidential information to Student Maid. To arrange for the delivery of highly sensitive information, contact Student Maid directly by calling 352-672-0038 to communicate any confidential information.

Collecting Confidential Information – Student Maid will always use encryption when collecting personal information via web forms. Website users can identify these forms by looking in the address bar of the browser, where the “https” in the URL indicates a secure connection.

Access to Personal Information - We make every effort to keep our records accurate. We will make appropriate changes when you notify us. If you want to view, update or delete the information we have about you in our database, please call us at 352-672-0038.

Your Opt-In and Opt-Out Decisions

Privacy Policies - If you have a question about our privacy practices, please email us at contact@studentmaid.com.

Email Lists - If you are currently on our email list and wish to be removed, please send an email to contact@studentmaid.com.

Privacy Policy Changes

Policy Change Notice - We may occasionally make changes to our privacy policy to reflect changes in legal and regulatory requirements, or as necessary as we upgrade or modify our technology, applications and service offerings. We recommend you visit our site to review our privacy policies occasionally.

Contact Information

Customer Information Requests - With respect to this website, there are two options regarding your personal information. If you wish to contact us about our products or services, then you need to disclose your contact information so that we can service your request. If you wish to remove your name and related information from our contact database, we will promptly take action to comply with your request. We are pleased to process address error correction notices and address change requests through any of the following channels: Sending electronic mail to contact@studentmaid.com; Sending regular mail to 3615 SW 13th Street, Suite 7, Gainesville FL 32608; Calling 352-672-0038 during regular business hours (eastern time zone).

Privacy Policy Questions and Problems: If you have any specific questions or concerns about our privacy policy or practices, including any suspected potential disclosures of your personal information, please use the following contact information: Kristen Hadeed, Student Maid, 3615 SW 13th Street, Suite 7, Gainesville FL 32608.

References

This policy helps address the requirements of the following regulations and standards: OECD Fair Information Principles; FTC Online Privacy Principles – US Federal Trade Commission; COPPA – Children’s Online Privacy Protection Act; ISO 27002: 15.1.4 Data protection and privacy of personal information; Health Care: HIPAA Privacy - Final Rule, HITECH Act; Financial Services: GLBA Act, Title V - Privacy.