

GILMAN COMPUTER SERVICES PRIVACY POLICY

What information does Gilman Computer Services collect from me?

We collect personal information such as your name, mailing address, phone number, e-mail address, and other relevant information.

When does Gilman Computer Services collect information from me?

When using products or services available from Gilman Computer Services, you may be asked to provide personal information. For example, you may be asked to provide personal information when you schedule an appointment for services; submit your product for service; purchase products; or contact Gilman Computer Services

How is my information used?

Gilman Computer Services uses the information you provide to fulfill requests for service or information; provide customer service; administer sweepstakes, promotions or surveys; offer new products or services; improve the effectiveness of the Web site, marketing endeavors and offers; conduct research and analysis; send marketing communications; or perform other business activities.

Does Gilman Computer Services share my personal information with others?

Gilman Computer Services does not sell or rent your personal information to third parties.

From time to time, we may be required to share personal information in response to a valid court order, subpoena, government investigation, or as otherwise required by law. We also reserve the right to report to law enforcement agencies any activities that we, in good faith, believe to be unlawful. Gilman Computer Services may share certain personal information when we believe that such release is reasonably necessary to protect the rights, property, and safety of ourselves and others.

How does Gilman Computer Services secure my personal information?

Security

Whether you receive services or purchase products from Gilman Computer Services, use Gilmancomputerservices.com, have services performed at your location, or contact Gilman Computer Services, we take reasonable precautions to protect against the loss, misuse and unauthorized access of your personal information. This includes personal information that you provide to complete a purchase. We cannot ensure or warrant the security of any information you transmit by e-mail, and you do so at your own risk.

Please note that while Gilman Computer Services is able to protect personal information that is provided during the course of business, we cannot take responsibility for data loss on the products or systems serviced. You must remove or back up this information to safeguard it.

How can I update my information?

Gilman Computer Services wants your information and marketing preferences to be complete and accurate. To update your information, call 781-389-2902, send an e-mail to bcgilman@comcast.net, complete the

client info form located at <http://gilmancomputerservices.com/contactus.aspx>, or write to Gilman Computer Services, Attention: Contact Info Change, 228 Weatherbee Drive, Westwood, MA 02090.

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