

## **Keystone Community Network, Inc. (KCnet) Privacy Policy**

We take privacy very seriously. We handle your personal information as we wish others would handle ours. Keystone Community Network (hereafter KCnet) does not share, sell, or lease retained account information. On occasion, KCnet may send you unsolicited mail or email regarding new promotions or sales. You will also receive the KCnet Newsletter (<http://www.kcnetnews.com>).

KCnet requires all employees to sign a confidentiality agreement as a condition of employment, due to the possibility of being responsible for information which is confidential and/or intended for the company use only. All employees are required to maintain such information in strict confidence.

Like most standard Web site servers we use log files. This includes internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, platform type, date/time stamp, and number of clicks to analyze trends, administer the site, track users' movement in the aggregate, and gather broad demographic information for aggregate use. IP addresses, etc., are not linked to personally identifiable information.

Throughout our Web pages, we provide links to other servers that may contain information of interest to our readers. KCnet takes no responsibility for, and exercises no control over, the organizations, views, or accuracy of the information contained on other servers. Please be aware that KCnet is not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every Web site that collects personally identifiable information. This privacy statement applies solely to information collected by this Web site.

- 1) KCnet obtains the personal information that is needed to provide services, to provide customer care and to fulfill any legal or regulatory requirements.
- 2) KCnet has not, does not, and will not sell or make available any personal information about our customers to any third party for the purposes of marketing goods or services to our customers.
- 3) Within KCnet, access to personal information is limited to those employees of KCnet who need it to fulfill their business responsibilities.
- 4) At KCnet, security is a priority. We employ appropriate measures to protect consumer information against unauthorized access, disclosure, alteration or destruction. These may include, among others, encryption, physical access security and other appropriate technologies. KCnet continually reviews and enhances its security systems, as necessary.
- 5) When information is collected by KCnet directly from consumers, we permit the consumer to review and, if possible, dispute or correct any erroneous or out-of-date information stored in our database, which is retrievable on a personally identifiable basis.
- 6) KCnet is committed to meeting the highest standards for our privacy program. If you have any questions or comments about the KCnet Privacy Policy, please email [kcadmin@kcnet.org](mailto:kcadmin@kcnet.org).