

Privacy Policy

Revisions: (01/2018, 06/2022, 08/2023, 01/2024)

This Privacy Policy describes CPI's policies and procedures on the collection, use and disclosure of your information when you use the Service and tells You about Your privacy rights and how the law protects You.

CPI uses Your Personal data to provide and improve the Service. By using the Service, You agree to the collection and use of information in accordance with this Privacy Policy.

Interpretation and Definitions

Interpretation

The words of which the initial letter is capitalized have meanings defined under the following conditions. The following definitions shall have the same meaning regardless of whether they appear in singular or in plural.

Definitions

For the purposes of this Privacy Policy:

- **Account** means a unique account created for You to access our Service or parts of our Service.
- **CPI** (also referred to as "Us" "We" or "Our" in this Agreement) refers to Computer Packages Inc., headquartered at 11 N. Washington Street, Suite 300 Rockville, MD 20850.
- **Cookies** are small files that are placed on Your computer, mobile device or any other device by a website, containing the details of Your browsing history on that website among its many uses.
- **Device** means any device that can access the Service such as a computer, a cellphone or a digital tablet.
- **Personal Data** is any information that relates to an identified or identifiable individual.
- **Service** refers to the CPI IP management system(s) and service(s) provided

- **Service Provider** means any natural or legal person who processes the data on behalf of CPI. It refers to third-party companies or individuals employed by CPI to facilitate the Service, to provide the Service on behalf of CPI, to perform services related to the Service or to assist CPI in analyzing how the Service is used.
- **Usage Data** refers to data collected automatically, either generated by the use of the Service or from the Service infrastructure itself (for example, the duration of a page visit).
- **Website** refers to Computer Packages Inc, accessible from <https://www.computerpackages.com>
- **You/Your** means the individual or entity accessing or using the Service.

Collecting and Using Your Personal Data

Types of Data Collected

Personal Data

While using our Service, CPI may ask You to provide us with certain personally identifiable information that can be used to contact or identify You. Personally identifiable information may include, but is not limited to:

- Email address
- First name and last name
- Phone number
- Address, State, Province, ZIP/Postal code, City
- Usage Data

Usage Data

Usage Data is collected automatically when using the Service.

Usage Data may include information such as Your Device's Internet Protocol address (e.g. IP address), browser type, browser version, the pages of our Service that You visit, the time and date of Your visit, the time spent on those pages, unique device identifiers and other diagnostic data.

When You access the Service by or through a mobile device, CPI may collect certain information automatically, including, but not limited to, the type of mobile device You use, Your mobile device unique ID, the IP address of Your mobile device, Your mobile operating system, the type of mobile Internet browser You use, unique device identifiers and other diagnostic data.

CPI may also collect information that Your browser sends whenever You visit our Service or when You access the Service by or through a mobile device.

Tracking Technologies and Cookies

CPI uses Cookies and similar tracking technologies to track the activity on the Service and store certain information. Tracking technologies used are beacons, tags, and scripts to collect and track information and to improve and analyze Our Service. The technologies CPI uses may include:

- **Cookies or Browser Cookies.** A cookie is a small file placed on Your Device. You can instruct Your browser to refuse all Cookies or to indicate when a Cookie is being sent. However, if You do not accept Cookies, You may not be able to use some parts of our Service. Unless you have adjusted Your browser setting so that it will refuse Cookies, our Service may use Cookies.
- **Web Beacons.** Certain sections of the Service and emails may contain small electronic files known as web beacons (also referred to as clear gifs, pixel tags, and single-pixel gifs) that permit CPI, for example, to count users who have visited those pages or opened an email and for other related website statistics (for example, recording the popularity of a certain section and verifying system and server integrity).

Cookies can be "Persistent" or "Session" Cookies. Persistent Cookies remain on Your personal computer or mobile device when You go offline, while Session Cookies are deleted as soon as You close Your web browser. CPI uses both Session and Persistent Cookies for the purposes set out below:

- **Necessary / Essential Cookies**

Type: Session Cookies

Administered by: CPI

Purpose: These Cookies are essential to provide You with services available through the website and to enable You to use some of its features. They help to authenticate users and prevent

fraudulent use of user accounts. Without these Cookies, the services that You have asked for cannot be provided, and CPI only uses these Cookies to provide You with those services.

- **Cookies Policy / Notice Acceptance Cookies**

Type: Persistent Cookies

Administered by: CPI

Purpose: These Cookies identify if users have accepted the use of cookies on the website.

- **Functionality Cookies**

Type: Persistent Cookies

Administered by: CPI

Purpose: These Cookies allow us to remember choices You make when You use the website, such as remembering your login details or language preference. The purpose of these Cookies is to provide You with a more personal experience and to avoid You having to re-enter your preferences every time You use the website.

Use of Your Personal Data

The Company may use Personal Data for the following purposes:

- **To provide and maintain our Service**, including to monitor the usage of the Service.
- **To manage Your Account**: to manage Your registration as a user of the Service. The Personal Data You provide can give You access to different functionalities of the Service that are available to You as a registered user.
- **For the performance of a contract**: the development, compliance and undertaking of the purchase contract for the products, items or services You have purchased or of any other contract with CPI through the Service.
- **To contact You**: To contact You by email, telephone calls, SMS, or other equivalent forms of electronic communication, such as a mobile application's push notifications regarding updates or informative communications related to the functionalities, products or contracted services, including the security updates, when necessary or reasonable for their implementation.

- **To provide You** with news, special offers and general information about other goods, services and events which we offer that are similar to those that you have already purchased or inquired about unless You have opted not to receive such information.
- **To manage Your requests:** To attend and manage Your requests to Us.
- **For other purposes:** CPI may use Your information for other purposes, such as data analysis, identifying usage trends, determining the effectiveness of our promotional campaigns and to evaluate and improve our Service, products, services, marketing and your experience.

CPI may share Your personal information in the following situations:

- **With Service Providers:** CPI may share Your personal information with Service Providers to monitor and analyze the use of our Service.
- **With other users:** when You share personal information or otherwise interact in the public areas with other users, such information may be viewed by all users and may be publicly distributed outside.
- **With Your consent:** CPI may disclose Your personal information for any other purpose with Your consent.

Retention of Your Personal Data

The Company will retain Your Personal Data only for as long as is necessary for the purposes set out in this Privacy Policy. CPI will retain and use Your Personal Data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies.

The Company will also retain Usage Data for internal analysis purposes. Usage Data is generally retained for a shorter period of time, except when this data is used to strengthen the security or to improve the functionality of Our Service, or CPI are legally obligated to retain this data for longer time periods.

Transfer of Your Personal Data

The Company will take all steps reasonably necessary to ensure that Your data is treated securely and in accordance with this Privacy Policy and no transfer of Your Personal Data will take place to an organization or a country without Your consent and unless there are adequate controls in place including the security of Your data and other personal information.

Delete Your Personal Data

You have the right to delete or request that CPI assist in deleting the Personal Data that CPI has collected about You.

Our Service may give You the ability to delete certain information about You from within the Service.

You may update, amend, or delete Your information at any time by signing onto Your Account, if you have one, and visiting the account settings section that allows you to manage Your personal information. You may also contact Us to request access to, correct, or delete any personal information that You have provided to Us.

Please note, however, that CPI may need to retain certain information when we have a legal obligation or lawful basis to do so.

Disclosure of Your Personal Data

Law enforcement

Under certain circumstances, CPI may be required to disclose Your Personal Data if required to do so by law or in response to valid requests by public authorities (e.g. a court or a government agency).

Other legal requirements

The Company may disclose Your Personal Data in the good faith belief that such action is necessary to:

- Comply with a legal obligation
- Protect and defend the rights or property of CPI
- Prevent or investigate possible wrongdoing in connection with the Service
- Protect the personal safety of Users of the Service or the public
- Protect against legal liability

Security of Your Personal Data



The security of Your Personal Data is important to Us, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While CPI strives to use commercially acceptable means to protect Your Personal Data, CPI cannot guarantee its absolute security.

Children's Privacy

Our Service does not address anyone under the age of 16. CPI will not knowingly collect personally identifiable information from anyone under the age of 16. If You are a parent or guardian and You are aware that Your child has provided Us with Personal Data, please contact Us. If CPI becomes aware that We have collected Personal Data from anyone under the age of 16 without verification of parental consent, CPI takes steps to remove that information from Our servers.

If CPI needs to rely on consent as a legal basis for processing Your information and Your country requires consent from a parent, CPI may require Your parent's consent before CPI collects and uses that information.

Links to Other Websites

Our Service may contain links to other websites that are not operated by Us. If You click on a third party link, You will be directed to that third party's site. CPI strongly advises You to review the Privacy Policy of every site You visit.

CPI has no control over and assumes no responsibility for the content, privacy policies or practices of any third party sites or services.

Changes to this Privacy Policy

CPI may update Our Privacy Policy from time to time. CPI will notify You of any changes by posting the new Privacy Policy on this page.

CPI will let You know via email and/or a prominent notice on Our Service, prior to the change becoming effective and update the "Last updated" date at the top of this Privacy Policy.

You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.



Contact Us

If you have any questions about this Privacy Policy, You may contact us:

- By visiting this page on our website: www.computerpackages.com/contact-us
- By phone number: +1 301-424-8890
- By mail: 11 N. Washington Street, Suite 300 Rockville, MD 20850
- By contacting your CPI Account Rep