

# MTM Recognition Privacy Policy

MTM Recognition ("MTM," "we," or "us") respects your privacy. This Privacy Policy describes how we collect, use, disclose, protect, and store information you provide to us when you use the services we make available via our websites and mobile applications (collectively, the "Services"), and the choices we offer you regarding our collection and use of such information.

## INFORMATION WE COLLECT

### Personal Information

We may collect personal information about you, meaning information that can uniquely identify you, such as:

- Your name and contact information;
- Information about your relationship with your employer
- Purchases, submissions, and redemptions you make using our Services; and
- Content such as messages, comments, photos, videos, and other information that you submit.

### Payment Information

If you make a purchase when using the Services, our third-party payment processor may collect your payment card or bank account number, payment card expiration date and security code, and other payment details, as well as other personal information, in order to complete your purchase.

### Experience Information

We may conduct surveys at the request of, or for the benefit of your employer. We may also conduct marketing surveys for data research purposes, where we analyze the answers in the aggregate. We may ask for contact details in the event we need to verify or validate answers.

### Anonymous Information

The information we may collect by automated means may include, without limitation:

- Information about the devices you use to access the Services (such as the IP address and the type of the device, operating system, web browser type, and mobile network information).
- Anonymous information regarding your access to and use of the Services, such as:
  - Traffic data and logs;
  - Actions taken when using the Services (such as searches, page views, and website navigation patterns);
  - Dates and times;
  - Duration of use of the Services (including whether you are a repeat or first time visitor); and
  - Demographic information, in conjunction with voluntary, anonymous research surveys.

## **Website Usage Information**

We do not share, sell, rent, or trade personal information with third parties for their promotional purposes. We may disclose aggregated information about our users, and other information that does not identify any specific user, without restriction.

**Any personal information collected about visitors through the Services may be processed in the United States by us or by a party acting on our behalf. When you provide personal information to us through the Services, you consent to the processing of your data in the United States. The Services are hosted in the United States.** For additional information about specific jurisdictional data transfer mechanisms, please contact [hello@mtmrecognition.com](mailto:hello@mtmrecognition.com)

## **YOUR CHOICES**

For further information about disabling cookies you can visit [www.allaboutcookies.org](http://www.allaboutcookies.org) If you choose to decline cookies, you may not be able to login or use other interactive features of our Services that depend on cookies.

If you receive an email from us regarding new products or services, you may request to be removed from our database list by clicking the "UNSUBSCRIBE" link at the bottom of the email message or by sending an email with "UNSUBSCRIBE" in the subject line to [hello@mtmrecognition.com](mailto:hello@mtmrecognition.com) that explains the desire to stop receiving communications and gives us the address (email and/or physical) to be removed.

## **ACCESS AND CORRECTION**

If you become aware that information that we maintain about you is inaccurate, or if you wish to update or review your information, please contact your human resources department. They will either make the changes directly or contact us to take reasonable steps to permit you to correct, amend, or delete information that is demonstrated to be inaccurate. In all other cases where you would like to review or update your information, you may send your request to [hello@mtmrecognition.com](mailto:hello@mtmrecognition.com), along with the correct information.

## **HOW INFORMATION IS RETAINED AND SECURED**

We retain information as long as it is necessary and relevant for our operations. In addition, we retain personal information to comply with applicable law, prevent fraud, resolve disputes, troubleshoot problems, assist with any investigation, enforce the [Terms of Use](#), and perform other actions permitted by law.

We employ industry standard security measures designed to protect the security of personal information submitted through the Services. We cannot be responsible for the acts of those who gain unauthorized access and we make no warranty we will prevent unauthorized access to your private information. Additionally, the security of information transmitted through the Internet can never be guaranteed. We receive personal information transmitted to us through the Internet in encrypted format, when supported by our clients. We are not responsible for any interception or interruption of any communications through the Internet or for changes to or losses of data resulting from Internet transmission. We cannot ensure the confidentiality, integrity, or availability of the information from a client website once it is accessed by the client to whom that portion of the Services is dedicated, nor can we limit how that client will use your information.

Users of the Services are responsible for maintaining the security of any password, user ID, or other form of authentication involved in obtaining access-protected or secure areas of the Services. In order to protect you and your data, we may suspend your use of any of the Services, without notice, pending an investigation, if any breach of security is suspected. Access to and use of protected and/or secure areas of any of the Services are restricted to authorized users only. Unauthorized access to such areas is prohibited and may lead to criminal prosecution.

## **SPECIAL PROVISIONS**

**Not Child Directed**

We do not intentionally collect personally identifiable information about children under the age of 13. If you are under the age of 18 (but at least 13 years of age), you may use the Services only under the supervision of a parent or legal guardian who agrees to be bound by the [Terms of Use](#). Children under the age of 13 may not use the Services, and parents or legal guardians may not agree to the [Terms of Use](#) on their behalf.

### **How We Respond to Do Not Track Signals**

Some web browsers (including Safari, Internet Explorer, Firefox, and Chrome) incorporate a "Do Not Track" (DNT) or similar feature that signals to digital services that a visitor does not want to have his/her online activity tracked. If a digital service that responds to a particular DNT signal receives the DNT signal, the browser can block that digital service from collecting certain personal information about the browser's user. Not all browsers offer a DNT option and DNT signals are not yet uniform. For this reason, we and many other digital service operators do not respond to DNT signals. For more information about DNT signals, visit <http://allaboutdnt.com>.

## **CHANGES TO OUR PRIVACY POLICY**

MTM reserves the right to update or change this Privacy Policy at any time. If we make a change that reduces your rights in a meaningful way, we will provide you with notice within the Services. Your continued use of the Services after any amended Privacy Policy is posted constitutes your acceptance thereof. The amended Privacy Policy supersedes all previous versions. We encourage you to review this Privacy Policy periodically to check for any updates or changes.

## **CONTACT US**

Written questions or comments regarding this Privacy Policy, should be submitted to MTM as follows:

MTM Recognition Corporation  
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1-800-686-7467  
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