



# Privacy Policy

Your privacy, security and trust are important to us at SETnology, LLC. and its companies or products or services. (SET Techs, FieldStaffer, SET U and MyToolSET).

Accessed through:

[www.settechs.com](http://www.settechs.com) | [www.fieldstaffer.com](http://www.fieldstaffer.com) | [www.setuniversity.com](http://www.setuniversity.com) | [www.mytoolset.com](http://www.mytoolset.com)

This Privacy Policy explains how SETnology (“SET Techs”, “FieldStaffer”, “SET U”, “MyToolSET”, “we”, “us”, or “our”) collect, use, and share your personal information in connection with our portal, websites, products, software, or services that links to this Privacy Policy (we call these our “Portal” or “Portals”).

To keep your personal information and other sensitive data safe, we use Secure Sockets Layer (SSL), the most widely used data encryption coding technology for data security, e-commerce and credit card transactions. All of your information is encrypted (scrambled) prior to being sent over the Internet to our system. To protect your information once we receive it, we place it on systems behind secure firewalls, which are communication-management computers designed to keep information safe and inaccessible to other Internet users. If your browser doesn't accept the SSL technology, transactions will not be permitted.

To confirm that your connection is secure, look for a locked padlock icon or solid key icon at the bottom of your browser window. The letters "https" (rather than "http") located in the URL address window at the top of your browser also indicate that you are using a secure browser.

This Privacy Policy, applies to:

- Our users’ “content” that is inputted/uploaded and processed, stored, or hosted by our users using our Portals in connection with their account/s with us, in which this personal information is governed by our users’ respective privacy policies;
- The “content” that is distributed within our Portal (including with respect to personal information included in such content).
- Any website, application, product, software, service, or content that are offered by third parties or that link to their own privacy statement, privacy policy, or privacy notice.

Importantly, some laws distinguish between a “controller” and a “processor” (or similar terms). We note that we are a “controller” where we make decisions on how personal information is used in connection with our Portal, and we are a “processor” for this Portal where we only use personal information as allowed by our users.



Where we make decisions on how personal information is used in connection with our Portal (where we are acting as a controller), we are responsible for the obligations of a “controller” under applicable laws in connection with the processing of personal information – for example, we use this Privacy Policy and other notices to provide you with information about our use of personal information, as required by law. Where we only use personal information as allowed by our users (where we are acting as a processor), our users are similarly responsible for the obligations of a “controller” under applicable laws in connection with the processing of personal information.

### **Information we collect**

The type of personal information we collect are to specifically interacting with us. Generally, we collect the following categories of personal information:

- Contact Information, such as name, address, phone number, email address, and other identifiers.
- Your Image, such as a still picture, which you upload to your user profile.
- Identity Information, such as government-issued identification information, tax identifiers, social security numbers, other government-issued identifiers, and similar data.
- Bank account Information, used for making ACH direct deposit payments, credit/debit card for purchasing products and/or services and other transactional resources for making and/or receiving payment.
- Career, Education, and Employment Related Information, such as job preferences or interests, work performance and history and accreditations, schools attended, academic degrees or areas of study and similar data.

### **Sources of information**

We collect personal information about you either directly from you, from certain third parties for the purpose of vetting who would be joining our team or partnering with us.

You provide information to us when you:

- Use our Portal or otherwise interact with us.
- Maintain a profile or account within our Portal.
- Request or sign up for information.
- Communicate with us by phone, email, chat, in person, or otherwise.
- Complete a questionnaire, survey, support ticket, or other information request form.



- When you express an interest in working with us or apply for a job or position with us.

### **We collect personal information automatically when you:**

- Access, use, or download content from us.
- Open emails or click on links in emails sent from us to you.

### **How do we use your personal information?**

This section includes details on the purposes for which we use personal information and the different legal reasons for processing that personal information.

*Internal Use:* We use your personal information to process your orders and provide you with customer service. We may use your personal information internally to collect general information about visitors to this Site, improve Site content and layout, improve our outreach, and market our services and products.

*Communication with You:* We will use your personal information to communicate with you about our Site, Services and your orders.

#### For you to interact with us:

To obtain important information, you must provide a valid email address and phone, to receive email confirmations after you've registered with us, as well as service-related announcements as necessary regarding;

- SET Techs about work.
- FieldStaffer about recruitment.
- SET U about learning/information.
- MyToolSET about purchases and orders.

You may also sign up to receive email notifications of our newsletter, articles, video posts and special offers. You can unsubscribe or opt out of future emails at any time.

#### Lawful Basis

First, some laws require us to explain the lawful basis upon which we process your personal information. With respect to these laws, we process personal information about you for one or more of the following basis:

- To Perform a Contract. Where the processing is necessary for the performance of contract.
- Your Consent. Where you have given us consent to process your personal information for specified purposes, such as to provide our Service and other items requested by you.



- Comply with the Law. Where the processing is necessary for compliance with a legal obligation.

### Processing of Personal Information

We process your personal information through several propriety website app channels, in connection with SET Techs' **Get SET™ Portal**, **FieldStaffer.com**, **SET U** and **MyToolSET** for other business purposes, including to:

- Provide, deliver, analyze, and administer our Portal (including in connection with the performance of a contract).
- Conduct and communicate with you regarding recruiting and human resources administration.
- Comply with your instructions or to fulfill other, specified purposes for which you have given your consent.
- Detect and prevent fraud and abuse to ensure the security and protection of all users and others, as well as to identify and authenticate your access to our Portal or to identify and authenticate you before we provide you with certain information.
- Exercise our rights and to protect our and others' rights and/or property, including to take action against those that seek to violate or abuse our Portal.
- Comply with the law and our legal obligations, including to respond to a request or order from a court, regulator, or authority, as well as to fulfill our contractual obligations with the users on our Portal.
- Effectuate the sale, merger, acquisition, or other disposition of our business (including in connection with any bankruptcy or similar proceedings).

### Transactions and Purchasing

We want your Shopping to be safe, convenient and secure.

In order to subscribe or purchase courses at SET U or purchase products at MyToolSET; All customers must complete an online registration form with personal information, including but not limited to, your name, shipping and billing address, your city and State, phone number, email address, and credit card number. This information is used for billing, order processing and internal marketing as well as to communicate with you about your order/s and our site.

For your return visits convenience our e-commerce processor can also store your credit/debit card information by using an encryption key and/or tokenization to protect your sensitive financial data.



## Logging Files:

Like most websites, our servers automatically recognize the Internet URL from which you access this Site. We may also log your Internet protocol (IP) address, Internet service provider, and date/time stamp for system administration, order verification, internal marketing and system troubleshooting purposes. (An IP address may indicate the location of your computer on the Internet.) [View our Cookies Policy](#)

Product Reviews: We ask for an email address and location along with the submission of all product reviews. Your email address will be kept private, but your location will be visible to other users. All other personal information that you choose to submit as part of the review will be available to other visitors to the Site.

## SETNOLOGY NEVER SHARE OUT YOUR PERSONAL INFORMATION?

We do not sell, rent, trade, license, or otherwise disclose your personal or financial information to anyone, except in the following specific situation:

Third-party service providers: Like most online retailers, we sometimes use third-party service providers to perform specific functions on our behalf. Any information disclosed to them is solely to help in their provision of service. For example, we provide your name, shipping address, email and phone number to partners such as USPS and UPS in order to guarantee delivery of your orders, and we may use relevant customer information in order to monitor the quality of the third party's service. Similarly, we must provide your credit card number to financial services organizations such as credit card processors and issuers in order to process payments. We protect all submissions of your credit card number for authorization with state-of-the-art data encryption.

Merger and/or sale of assets: We do not normally sell, trade or rent personal information to other companies in the course of our business. However, it is possible that we might acquire, merge with or be acquired by another company, or that we might dispose of some or all of our assets, in which case your personal information could be disclosed to another company, subject to the Privacy Notice in effect.

Non-personally identifiable information: We may share information what does not identify you or any user, such as the number of daily visitors to a particular page, or the size of an order placed on a certain date, with third parties such as advertising partners.