



# Privacy Policy

Small Business Development Program, Inc.

## Effective Date

1/1/2000

Program Management Division

## Last Updated & Reviewed

**January 1, 2019**

## Privacy Policy

This privacy policy sets out how Small Business Development Program uses and protects any information that you give written or verbal.

Small Business Development Program is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when discussing organizational plans, business plans, Inventions, Ideas or service needs in general, then you can be assured that it will only be used in accordance with this privacy statement.

This policy is effective as of January 2000 and updated each year in accordance to the NC state laws and Federal Laws which uphold this policy for certain privacy.

## What we collect

We may collect the following information:

- Name and Business Title
- contact information including email address
- Information regarding the details of Ideas, Inventions, or Business plans
- demographic information such as postcode, preferences and interests
- other information relevant to funding needs and/or service needs

## What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.

This Policy is reviewed and updated quarterly.

- We may use the information to improve our products and services.
- We may periodically send promotional email about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for development and research purposes. We may contact you by email, phone, fax or mail. We may use the information to customize your needs according to your request.

## **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

## **Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways:

- Request that your information is discarded after services has been rendered.
- A discard notification will follow after this action.

We will not sell, distribute or lease your personal information to third parties. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee of \$2.50 will be payable. If you would like a copy of the information held on you please write to P.O. Box 740691, Orange City, Florida 32774. Attention to Program Management Division

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

**This policy has been recorded and written by Small Business Development Program. This policy must be submitted to each Member for business confidentiality.**

## **CEO/President**

*Patrick Lucas*