## **Privacy Policy**

## Last Updated: [Insert Date]

Dynamic Systems ("we", "our", or "us") values your privacy. This Privacy Policy describes how we collect, use, disclose, and safeguard your information when you visit our website at [www.yourdomain.com] (the "Site") and purchase our products and services.

By using the Site, you consent to the practices outlined in this policy.

### **1. Information We Collect**

We collect the following types of information when you use our Site or make a purchase:

#### a. Personal Information

- Full name
- Company name
- Shipping and billing address
- Email address
- Phone number

#### b. Payment and Banking Information

- Credit card or debit card details
- Bank account information (for check printing and similar services) Note: Sensitive financial data is collected securely and encrypted via third-party payment processors.

#### c. Account Information

- Username and password (encrypted)
- Order history

#### d. Technical Information

- IP address
- Browser type
- Device type

• Pages viewed and interactions on our site (via cookies and tracking tools)

# e. Marketing Information

- Email address (if you opt in to receive promotional messages)
- Interaction with marketing emails (opens, clicks)

# 2. How We Use Your Information

We use the collected information to:

- Process and fulfill your orders
- Provide customer support
- Improve our website and services
- Send transactional emails (order confirmations, shipping updates, etc.)
- Send promotional and marketing messages (you can opt out at any time)
- Maintain account security
- Comply with legal obligations

# 3. Sharing Your Information

We do **not sell** your personal information. However, we may share your information with trusted third parties to operate our business, including:

- Payment processors (e.g., PayPal, ebizcharge)
- Shipping and logistics providers
- Customer support platforms
- Marketing platforms (e.g., email service providers)
- Legal or regulatory authorities if required by law

All third-party providers are required to maintain the confidentiality and security of your data.

### 4. Cookies and Tracking Technologies

We use cookies and similar tracking tools to enhance your browsing experience and analyze website usage. Cookies help us remember your preferences and offer tailored content.

You can modify your browser settings to decline cookies, but this may affect certain features on our site.

## 5. Data Retention

We retain your personal and transactional information for as long as necessary to fulfill your orders, maintain your account, comply with legal obligations, or resolve disputes.

# 6. Your Privacy Rights

Depending on your location (e.g. U.S. states like California or countries like Canada), you may have rights including:

- Accessing the data we hold about you
- Requesting corrections or deletion of your personal data
- Opting out of marketing communications
- Requesting a copy of your data in a portable format

To exercise your rights, contact us using the details below.

# 7. Data Security

We implement technical and organizational measures to protect your data, including:

- SSL encryption
- Secure payment gateways
- Restricted access to sensitive data
- Encrypted password storage

However, no system is 100% secure. You are responsible for maintaining the confidentiality of your account login credentials.

### 8. Children's Privacy

Our Site is not intended for children under 13. We do not knowingly collect personal data from anyone under the age of 13. If we learn we have collected such data, we will delete it promptly.

### 9. International Visitors

If you are accessing the Site from outside the U.S. (such as Canada), please note that your data may be processed and stored in the United States. By using our Site, you consent to this transfer.

## **10. Updates to This Policy**

We may update this Privacy Policy periodically. When we do, we will update the "Last Updated" date at the top. Continued use of the Site after changes means you accept the updated policy.

## 11. Contact Us

For any questions or concerns about this Privacy Policy or your personal data, please contact us:

# **Dynamic Systems**

[6420 Pleasant Street, South Park, PA 15129] [info@dswebtoprint.com] [1-800-782-2946]