

431 Park Avenue Ste 201 Falls Church, VA 22046 Phone: 240-654-0933 Fax: 240-654-0952

www.tatcs.com

Effective October 2024

# **Privacy Policy**

T and T Consulting Services, Inc. maintains the website at https://www.tatcs.com/ (the "TATCS Website" or "Website") to provide information regarding T and T Consulting Services, Inc. for its business contacts, customers, suppliers, employees, and interested job applicants (collectively, the "Visitors"). When our Visitors visit the TATCS Website, we collect limited personal information from our Visitors with respect to their visit, as described below. This website privacy policy ("Privacy Policy") describes how T and T Consulting Services, Inc. collects and uses our Visitors' personal information on the TATCS Website. The TATCS Website is intended for use by our Visitors and is not intended for individual consumers.

For purposes of this Privacy Policy, "personal information" is data about you or that can reasonably be used to identify you. "Personal information" does not include de-identified or aggregated information that does not identify you.

## What Type of Information We Collect

We collect the following personal information:

- Your first name, last name, email address, and message
- SMS/Text Campaign Opt-in and Opt-out preferences
- Text message content that you respond to us

We don't collect information about your visit and your device, which may include your IP address, browser, network location, your geography location, operating system, and cookies.

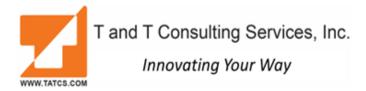
### **How We Collect Information**

We passively collect your information when

- You provide information by filling in the Contact Us form
- You respond to our SMS/Text Campaign

### How this information is used

We use information to contact you and respond to you via email or SMS/Text Campaign message. We may use your information to respond to your questions and requests. We may also use your information to provide you with the information you have requested, including but not limited to:



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- Operate, evaluate and improve our business
- Comply with and enforce applicable legal requirements and our policies
- Protect against, identify and prevent fraud and other unlawful activity
- Improve the Visitors' experience of the Website

#### With whom this information is shared

We do not sell or share your personal information to other entities or business partners. We may, however, share your personal information internally to improve our business opportunities or user experience of the TATCS Website

#### How we protect your personal information

T and T Consulting Services Inc. recognizes the importance of maintaining the security of the information. We endeavor to protect information from unauthorized access and damage by hackers or intruders. We save your personal information using FedRamp Authorized Software as a Service Applications, such as Microsoft and Box. Both applications provide FIPS 140-2 compliant encryption to secure data in transit and at rest.

### How long we store your personal information

We will only retain your personal information for as long as necessary to fulfil the purpose for which it was collected, or to comply with legal or regulatory requirements, or to protect against legal claims.

## What choice you can make about your information

If you wish to unsubscribe from sms/text messages for a campaign, you can reply with words, such as 'STOP', 'CANCEL', or 'STOP ALL' and you will no longer receive messages. If you wish to re-subscribe, reply with words, such as 'YES' or 'START'.

#### **Privacy Notice Changes**

This privacy notice may be updated from time to time. We will post the date our notice was last updated at the top of this privacy notice.

#### How to contact us

If you have any questions or comments about this Privacy Policy, or if you would like us to update information we have about your information or preferences, please email us at helpdesk@tatcs.com.