

# Notice of Privacy Policy of WorldSharp™ Technologies, Inc.

**WorldSharp™ Technologies, Inc. considers protecting your privacy and the privacy of your customers to be very important. This policy statement is to let you know when and why we obtain information about you and your customers, when and if we disclose it and when and if we retain it.**

**Conversions:** It may be necessary to receive information or data from you about your customer accounts in order to convert the data into a format usable by our software systems. When we do that, we are careful to insure that only personnel connected with preparing the conversion has access to the data. The original data and converted data will only be sent to or shared only with your employees and only the ones that you designate to us. If you want the data sent to or shared with a third party (someone that is not your employee or our employee), you will have to give us that permission in writing. No other person or organization will have access to the data or information unless we are requested to disclose by a governing authority and required by law to do so. The maximum time any information or data obtained by us for this purpose will be retained is 90 days.

**Problem Resolution:** It may be necessary to receive information or data from you about your customer accounts in order to resolve software or system problems that use the data. When we do that, we are careful to insure that only personnel connected with resolving the problem has access to the data. The information or data will be sent to or shared only with your employees and only the ones that you designate to us. If you want the data sent to or shared with a third party (someone that is not your employee or our employee), you will have to give us that permission in writing. No other person or organization will have access to the data or information unless we are requested to disclose by a governing authority and required by law to do so. The maximum time any information or data obtained by us for this purpose will be retained is 90 days.

**Billing and Customer Service:** We will need information about your company in order to bill you and to provide customer service. Examples of this type of information are billing address, shipping address, phone numbers and email addresses. This information is never sold or disclosed to any other company for marketing or any other purpose other than billing or bill collection. We will not disclose this information unless we are requested by a governing authority and required by law to do so.

**Data Processing Service:** It may be necessary to receive information or data from you about your customer accounts in order to perform a service requested by you. An example of that type of service would be 1099 Processing. When we do that, we are careful to insure that only personnel connected with performing the service has access to the data. Any data will only be sent to or shared only with your employees and only the ones that you designate to us. In the case of tax filing services the appropriate tax forms or magnetic media will be sent to the IRS or appropriate authority. If you want the data sent to or shared with a third party other than a taxing authority (someone that is not your employee or our employee), you will have to give us that permission in writing. No other person or organization will have access to the data or information unless we are requested to disclose by a governing authority and required by law to do so. We may retain information or data obtained by us for this purpose up to 5 years.

**Our Security Procedures:** We restrict access to data and information about you and your customers to only those employees who need access in order to provide appropriate services to you. Our employees are trained in the importance of maintaining confidentiality and privacy. We maintain physical, electronic, and procedural safeguards that comply with federal standards to guard your information and data.

**If you have any questions about this policy, call or contact WorldSharp™ Technologies, Inc., P.O. Box 699, Angel Fire, NM 87710 (505)445-2504**