



# Privacy Policy

Effective Date: November 15, 2019

This Privacy Policy describes how DCG ONE receives and uses data to perform their services. This policy applies to DCG ONE's print, fulfillment and creative agency services.

## Data We Receive

DCG ONE receives data from our clients. This data may consist of various elements that include or constitute Personally Identifiable Information (PII), Protected Health Information (PHI), and other information required for the purpose to which we are contracted.

In addition, DCG ONE may receive PII (e.g., name, address, email) about an individual when such information is provided to us through our request for information form. We may use this information to respond to the individual's requests or inquiries.

DCG ONE may also receive non-personally identifiable information from visitors to our website. Non-personally identifiable information may include pages viewed, browser information, and other technical information. We may use this data to improve visitors' experience to the website, to identify or remediate possible threats to the website's security, and for other operational and management purposes.

## How Data Is Used

Data received from clients is used exclusively for the purposes for which it was intended, and all instances of client data are contained to contractually obligated workflows. Authorized uses of data include targeting of direct marketing campaigns, postal validation (name, address, etc.), and optimizing and measuring the effectiveness of advertising campaigns. DCG ONE does not share information provided by clients with third parties unless expressly requested to do so by the client who provided the data. DCG ONE may disclose data only if such disclosure is necessary to comply with relevant applicable federal, state, or local law.

## Data Security

DCG ONE utilizes administrative, technical, personnel, and physical measures to safeguard the security of all information they receive. DCG ONE holds a SOC II data security certification. In addition, DCG ONE earned HIPAA certification through an approved HIPAA Assessor, in support of our HIPAA-regulated customers. All facilities undergo an annual security audit to validate the implementation and effectiveness of data security measures.

## Cookies

DCG ONE uses "cookies" on this site. A cookie is a piece of data stored on a site visitor's hard drive to help us improve your access to our site and to identify repeat visitors to our site. Cookies can also enable us to track and target the interests of our users to enhance their experience on our site. Usage of a cookie is in no way linked to any personally identifiable information on our site.

## Internal Privacy Policy

DCG ONE maintains an internal privacy/confidentiality policy. All employees are aware of and subject to our Privacy Policy and Information Security Policy.



## Breach Notification

In the event of a data breach, notification to clients will be delivered in a timely and conspicuous manner to ensure it is received by the affected party. Notice will be consistent with all the applicable, laws, regulations, and contractual obligations. Account representatives are responsible for communication with their respective clients.

## Changes to This Policy

DCG ONE reserves the right to update this policy at any time. Users of our site should periodically check for updates. Users may also request an updated copy of this policy by contacting us.

## Questions About the Privacy Policy

If you have any questions about this Privacy Policy, the practices of our site, or to request the most updated version of our Privacy Policy, please contact us at:

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Seattle, WA 98134

Email: [info@dcgone.com](mailto:info@dcgone.com)

206.784.6892