

# Website Privacy Notice

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Your privacy is important to BTES. This notice covers the collection, use and disclosure of personal information that BTES may collect any time you interact with BTES by visiting our website(s). Please read the following if you would like to learn more about our information practices, including what type of information we gather, how and for what purpose information is used, to whom information will be disclosed, and how BTES safeguards your information.

Data automatically collected on site visitors includes:

1. Internet protocol (IP) address and domain name. The IP address is a numerical Identifier assigned either to your Internet service provider or directly to your computer. The IP address can be translated to determine the domain name of your service provider.
2. The type of browser and operating system you use to access the BTES website and any domain names that point to sites therein.
3. The date and time you visited this site.
4. The web pages or services you accessed while at the BTES website and any domain names that point to sites therein.
5. The website you visited before coming to the BTES website and any domain names that point to sites therein.

**NOTE: CREDIT CARD INFORMATION THAT MAY BE ENTERED FOR PAYMENT PURPOSES ON ANY LINKS TO THIS WEBSITE IS NOT TRANSMITTED TO NOR COLLECTED BY BTES BUT RATHER GOES DIRECTLY TO THE CREDIT CARD AUTHORIZOR.**

We automatically collect this information and use it to improve the content of our website and to help us understand how people are using our services so that we may continually improve the site's usefulness to the public.

Portions of the BTES website may use cookies to improve visitor experience. Cookies are pieces of information generated by a web server and stored on a visitor's computer. Essentially, cookies make use of user-specific information transmitted by the web server onto the user's computer so that the information might be available for later access by itself or other servers.

## Visitor Provided Information

Information collected when you send an e-mail, request information or perform some other transaction online will be used solely for the stated purpose. This purpose may be to respond to you, to address issues you may identify, to improve our website, or to forward the information you provide to another internal department for appropriate action. All collected information is only shared internally and will not be distributed.

BTES has taken measures to safeguard the integrity of customer provided information in order to prevent unauthorized access to information collected. These measures are designed to prevent corruption of data, block unauthorized access and provide reasonable protection of private information in our possession. This should not be construed as a warranty of the security of information provided via the BTES website and any domain names that point to sites therein.

## Linked Sites

BTES' website(s) contains links to other sites which allow you to leave the BTES site. Please be aware that the Internet sites available through these links, and the materials that you may find there, are not under BTES' control. BTES cannot and does not make any representation about these sites or the materials and/or information available there. The fact that BTES has made these links available is not an endorsement or recommendation by BTES of any of these sites or any materials found there. BTES is providing these links only as a convenience to you.

Please be aware that BTES is not responsible for the privacy practices of those sites when linked to them through the BTES site. Linked sites may send their own cookies to users, collect data or solicit personal information. Visitors should read the privacy statements of those sites where they collect personally identifiable information. This disclaimer pertains only to the website(s) under BTES' sole control.

## Consent

By using any BTES site, you signify your consent to this online privacy notice. If you do not agree to this notice, please do not use BTES' sites.

## Notice Changes

BTES reserves the right, in its sole discretion, to update, change, modify, add or remove portions of this notice from time to time. Changes to our disclaimer will be promptly disclosed so that you can be fully informed about the privacy protections we provide.