

MTM PRIVACY POLICY

Last Updated December 2019

This privacy policy is served by MTM Recognition Corporation. The purpose of this policy is to explain how we control, process, handle and protect your personal information while you browse or use this website. If you do not agree to the following, you may wish to cease viewing this website or refrain from submitting your personal data to us.

Our privacy policy embodies the following key principles: (a) Lawfulness, fairness, and transparency; (b) Purpose limitation; (c) Data minimization; (d) Accuracy; (e) Storage limitation; (f) Integrity and confidence; (g) Accountability

This Privacy Policy applies solely to information collected by this website or provided by your employer for the purpose of managing their recognition program.

Information Collection, Use, and Sharing

MTM is the sole owner of the information collected on this website. We only have access to information that you voluntarily give us on the site as you check out or that your employer has provided to us to manage their recognition program.

We will not sell or rent this information to anyone.

We will only use your information to respond to you regarding the reason that you contacted us or that your employer has requested of us. We will not share your information with any third party outside our organization, other than as necessary to fulfill your request, e.g. to ship an order.

Orders

We request information from you on our order form. To buy/order from us, you must provide contact information (like name and shipping address) and in some cases, financial information (like credit card number and expiration date). This information is used for billing purposes and to fill your orders. If we have trouble processing an order, we'll use this information to contact you.

Security

We take precautions to protect your information. When you submit sensitive information via this website, your information is protected online and offline. Whenever we collect sensitive information (such as credit card data), that information is encrypted and transmitted in a secure way.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

Your Access to and Control Over Information (in compliance with CCPA)

You may opt out of any future contacts from us at any time. We will respond within 10 business days of any request.

You can do the following at any time by contacting us via the email address or phone number below:

- See what data we have about you, if any
- Change/correct data we have about you
- Have us delete any data we have about you
- Express any concern you have about use of your data

If you feel that we are not abiding by this Privacy Policy, please contact us immediately at :

customercare@mtmrecognition.com or 405-609-6900.

GDPR Notice (General Data Protection Act) – applicable to data provided from the European Union.

Under the GDPR your rights are as follows:

- The right be informed;
- The right of access;
- The right to rectification;
- The right to erasure;
- The right to restrict processing;
- The right to data portability;
- The right to object; and
- The right not to be subject to automated decision-making including profiling

MTM handles subject access requests in accordance with GDPR.

We ensure the security of any personal information we hold by using secure data storage technologies and precise procedures in how we store, access, and manage that information. Our methods meet the GDPR compliance requirement.

MTM reserves the right to make changes to this privacy notice from time to time, which will be provided to you by posting the revised version of this privacy notice on this website. If you have any questions or concerns about this site, or if you want to update your contact information, please contact the following:

3405 SE 29th Street

Del City, OK 73115

E-mail: customercare@mtmrecognition.com

Phone: 405-609-6900