



PRIVACY POLICY

This Privacy Policy describes Sigma Business Essentials' ("SBE") handling of Personal Information in connection with your interaction with SBE's website and mobile apps.

"Personal Information" is information and data that identifies you as an individual. This Policy describes the collection, use, sharing, and protection of your Personal Information.

EFFECTIVE DATE

This Policy is effective January 1, 2023.

CONSENT

By using the website owned by SBE, www.sigmabe.com, you are consenting to the collection, use, and disclosure of information, including your Personal Information, as defined in this Policy. If you do not agree to be bound by this Policy, you should not access the website.

INFORMATION COLLECTED BY SBE

Information You Manually Provide:

- If product is ordered through the site, you will be asked to provide necessary processing and shipping information
- If a form is submitted, we will collect the information required by that form

Information Sent to SBE by Your Web Browser – SBE will collect information automatically submitted by your web browser. This often includes your IP address, Internet service provider, name and version of your operating system, name and version of your web browser, time and date of your site visit, and pages visited on the site. Check your browser settings to learn what information is being sent and/or to manage your settings. If we suspect inappropriate or criminal activity is occurring which could constitute a threat to the site or its users, SBE retains the right to share server logs and IP addresses with the proper investigative authorities.

Cookies – Most websites use cookies to store information about a user's visit to that website on a user's computer. Cookies are used to:

- Collect information about the way visitors use the site including pages visited, links used, and page duration
- Support the features and functionality of the site to save time for the user
- Personalize your experience when visiting the site

The information from Cookies does not typically provide Personal Information. An exception may be in the creation of a User Account in which cookie information may be linked to other Personal Information. You may turn off cookies via the browser settings. Cookies are not required to visit the site.

Information from Your Mobile Device – If the site is accessed through a mobile device, we may automatically collect certain information pertaining to your device. This information could include device type, device unique ID, device IP address, device Operating System, type of internet browser, and information about how the mobile website is used.

Information Collected by Third-Party Cookies – SBE and its website may use third-party analytics providers to deliver cookies to you. In particular, Google Analytics helps SBE understand visitor engagement with the website. To opt-out of Google Analytics tracking, visit <https://tools.google.com/dlpage/gaoptout>.

HOW COLLECTED INFORMATION IS USED

In general, information collected through SBE's website is used to:

- To provide the information, products, and services the user requests
- To provide excellent customer service
- To provide a personalized experience when using the website
- To contact a user with information and notices related to the use of the website via provided contact method
- To provide a user with special offers and other information of interest to the user in accordance with the user's privacy preferences
- To invite the user to participate in feedback surveys in accordance with the user's privacy preferences
- To improve the content, functionality, and usability of the website
- To improve our understanding of users' desires
- To improve our products, services, marketing, and promotional efforts
- For security, credit, or fraud prevention purposes

Aggregated and anonymous survey data collected does not consist of personally identifiable information.

HOW TO ACCESS, UPDATE, OR CORRECT YOUR PERSONAL INFORMATION

If you have registered an account on our website, you may access, update, or correct your Personal Information by navigating to the "My Account" section of the website header. If you are unable to access, update, or correct your information from the "My Account" section, please use the "Contact Us" form for assistance.

HOW SBE PROTECTS YOUR PERSONAL INFORMATION

SBE uses technical, physical, and administrative processes to protect your Personal Information. SBE holds the privacy of its customers in the highest regard and strives to provide the most comprehensive safeguards possible. If you believe your Personal Information has been improperly accessed, please contact SBE at info@sigmabe.com. SBE's website may contain links, plugins, or widgets from social media and other third party websites. SBE encourages you to review the privacy statements of those third-party, independent properties.

HOW SBE SHARES YOUR PERSONAL INFORMATION

With Credit Card Payment Processors – The SBE website permits a user to order products and pay for those products online. To process that payment, SBE works directly with a third-party vendor. SBE will never receive, process, or store a user's credit card number.

With Other Third-Party Service Providers – SBE shares information, including Personal Information, with other third-party service providers. These providers may be used to design, operate, and/or host SBE's website; to conduct surveys; to fulfill orders; and to assist SBE with promotional efforts. These third-party providers are only permitted to use your Personal Information to perform services on behalf of SBE.

As a Result of a Business Transfer – SBE may transfer Personal Information submitted on or through SBE's website to any organization that acquires or merges with SBE.

To Comply with Laws and Protection of Corporate Rights and the Rights of Others – SBE may disclose Personal Information in the event such disclosure is necessary for compliance with the law, a court order, or subpoena. SBE may also disclose Personal Information to prevent or investigate a possible crime, such as fraud or identity theft; to protect the security of the website; to enforce or apply SBE's Terms and Conditions; or to protect the property or rights of either SBE or others.

MINORS

SBE does not knowingly collect Personal Information from minors under sixteen (16) years of age.

LINKS TO OTHER SITES

The SBE website may provide links to other third-party websites. SBE expects transparency about the data protection services of those websites. However, since those websites are outside of the control of SBE, this Privacy Policy does not apply to Personal Information submitted to and/or collected by those third-party websites.

REVISIONS

SBE retains the right to revise this policy at SBE's discretion and without prior notice. Your continued use of the site constitutes an agreement to be bound by the revised policy terms. The effective date is listed at the top of this Privacy Policy.

QUESTIONS

Any questions or concerns about this Privacy Policy can be directed to info@sigmabe.com.

NEVADA RESIDENTS:

Under Nevada SB 220, Nevada residents may submit an opt-out request regarding the sale of their Personally Identifiable Information through a website or online service. SBE does not sell any Personally Identifiable Information pursuant to Nevada SB 220.

CALIFORNIA RESIDENTS:

California Shine the Light Law

Under California Civil Code sections 1798.83-1798.84 California residents may request the names and addresses of affiliated companies and categories of Personal Information SBE shares for direct marketing purposes. If you are a California resident and would like to make such a request, please contact SBE at info@sigmabe.com.

California Consumer Privacy Act of 2018

California residents have the following rights:

- Right to Disclosure
 - o About information collected
 - o About information sold
 - Categories of personal information sold
 - Categories of third parties with whom personal information was sold
- Right to Deletion of Personal Information
- Right to Opt-Out of the Sale of Personal Information to Third Parties
- Right to Sue for Security Breaches
- Right to not be Discriminated Against Based on Exercising Any of the Above Rights