## PrePro | Puerto Rico Production Guide |

# **Privacy Policy**

This Privacy Policy was last updated November 2022.

What personally identifiable information is collected from you?

**PrePro (Puerto Rico Production Guide)** collects personal information such as a name, mailing address, phone number, credit card, email address, among others related in order to provide web services.

This information is requested during registration and is used to deliver services the user has requested. All other information is used to create your listing for other members and users of the community to know more about you, and to better target interests while being part of the website database and being able to provide better services.

The organization collecting the information. What are cookies and how are they used? A "cookie" identifies your computer to our servers when you visit our site and application, saving your login information. This way you don't have to re-enter it each time you visit.

**PrePro** uses cookies to assist the user / member in changing and / or editing their information that is already stored in our database. The cookie is used to hold the login status of the user as they edit their information. The benefit of the cookie is that it lets you, the user / member change and / or edit your information online without having to contact a designated representative.

If you choose not to accept the cookie; On your computer, open browser Settings. Under "Privacy and security," click Site settings.

From here, you can: Turn on cookies: Next to "Blocked," turn on the switch. Turn off cookies: Turn off Allow sites to save and read cookie data.

### With whom the information may be shared.

**PrePro** sends email regarding our products and services if you indicated upon registration or any other moment that you wish to receive offers, updates or other related information from us.

If you do not wish to receive these mailings, let us know that you do not wish to receive the mailings by indicating that upon registration.

# What security procedures are in place to protect the loss, misuse or alteration of the information?

Your account information is password protected so that only you have access to your personal information and account. We encourage you to not divulge your password to anyone at any moment.

Remember to log off your computer or close your browser window when you have finished your work to ensure that all others cannot access your personal information and correspondence.

#### **Notification of Changes**

If we are going to use your personally identifiable information in a manner different from that stated at the time of collection, we will notify you previously via email.

You will have a choice as to whether or not we use your information in this different manner. However, if you have opted out of all communication with the site, or deleted/deactivated your account, then you will not be contacted. Nor will your personal information be used in this new manner.

In addition, if we make any material changes in our privacy practices that do not affect user information already stored in our database, we will post a prominent notice on our web site notifying users of the changes.

In some cases where we post a notice we will also email users, who have opted to receive communications from us, notifying them of the changes in our privacy practices.

We will use information in accordance with the privacy policy under which the information was collected.

## **Limited Access | Links to Third Party Websites**

Certain **PrePro** services may be limited to industry professionals and not available to the general public.

**User Comments, Emails, Messaging and others Guidelines** 

These guidelines will be used to determine what is appropriate and inappropriate for posting. The types of comments that use offensive language and intimidate, threaten and/or harass another, will be removed.