

Boxwood Means Privacy Policy

Effective October, 2018

1. Introduction and Scope

Boxwood Means, LLC recognizes the importance of our customers' privacy, and takes steps to protect your privacy. This Privacy Policy describes the information we gather, use and disseminate from the contact that we have with you, such as by mail, email, telephone, the Internet, mobile applications, and otherwise, and your choices about how we may disseminate that information. If you have any questions about the Privacy Policy, please contact us at: Info@Boxwoodmeans.com; send mail to us at Two Stamford Landing, Suite 100, 68 Southfield Ave., Stamford, CT 06902; or call us at 203-653-4100.

2. Information We Collect

Non-Personally Identifiable Information

We may collect non-personally identifiable information about you and your electronic devices (such as your computer or mobile device) when you access our website. Examples are your Internet Protocol (IP) address, the type of web browser you use, and the referring website. Other examples of non-personal information we may collect include your activity on our website, the time and duration of such activity, the sections of our website you use, and any search terms you use. If we operate a mobile application, we also may collect any information available through your mobile device or the application, such as the type of device you use, your use of the application, and your geographic location.

We may collect non-personally identifiable information through the use of cookies. A cookie is a file that a website installs on your hard drive or mobile device so the site can remember you while you are using it or when you return to the site. Similarly, a mobile application may use a unique device identifier to remember your device. Cookies may remain on your hard drive or mobile device after you cease using the website or mobile application. You may decline to accept cookies by modifying your web browser settings. If you choose so, however, you may be unable to use all functions of websites and mobile applications, or the websites and mobile applications may operate less efficiently.

Personally Identifiable Information – United States Residents

If you reside in the United States, we may gather and store personally identifiable information that you provide us, such as your name, address, email, telephone and cellular phone numbers, and credit and debit card numbers. Such information also may be combined with other personally identifiable information from third-party sources. Financial information is generally used to bill you for services that we provide. Contact information is generally used to send you information about us, and for billing or collection. We may also gather and store other personal information you provide to us (such as a social security or tax identification number) for specific purposes that we tell you about (such as obtaining a credit report).

If you give us your email or address, we may send you emails or other information. If at any time you do not wish to receive emails or other information from us, please see Section 4, "How to

Remove Your Name from Our Mailing, Sharing or Email List and How to Correct Information We Have About You,” below.

Personally Identifiable Information – Non-United States Residents

We do not collect personally identifiable information, personal information (as defined by Canada’s Personal Information Protection and Electronic Documents Act), or personal data (as defined by the European Union’s General Data Protection Regulation) from clients or data subjects who do not reside in the United States.

3. Disclosures of Personally Identifiable Information

Unless authorized by you or required by law, we will disclose personally identifiable information about you only as follows.

We may employ others to perform services and functions on our behalf. The services and functions these third parties perform include operating and maintaining our website, sending mail and email, maintaining customer lists and other records, analyzing data, providing marketing consultation and other business assistance, distributing customer surveys, processing credit and debit card payments, and providing customer service. We will provide personally identifiable information about you to such other companies and individuals to the extent it is necessary or appropriate for them to perform the services and functions we retain them to perform.

We may release personally identifiable information when we believe it is appropriate to comply with applicable law, regulations, legal process, or governmental request. We also may release such information to enforce or apply contracts and agreements, or to protect the rights, property, or safety of us, our customers, our employees, or others.

As we continue to develop our business, we might sell or buy subsidiaries or business units. In such transactions, customer information generally is one of the transferred business assets, but remains subject to the promises made in any pre-existing privacy policy (unless, of course, the customers consent otherwise). Also, in the event that we (or substantially all of our assets) are acquired, customer information will of course be one of the transferred assets.

Other than as set forth above, we will give you notice when information about you might go to third parties, and you will have the opportunity to instruct us not to share the information.

4. How to Remove Your Name from Our Mailing, Sharing or Email List and How to Correct Information We Have About You

In order to not receive future communications from us, prohibit us from sharing your information with third parties, or correct your information, you can do any of the following:

- a. You may send an email to Info@Boxwoodmeans.com, send mail to us at Two Stamford Landing, Suite 100, 68 Southfield Ave., Stamford, CT 06902, or call us at 203-653-4100, and instruct us to remove you from our mailing, sharing and email lists. You may also use this email, address and telephone number to request that we correct any information we have about you.

- b. If available, you may use the “opt out” or “unsubscribe” option included in an email that you receive from us.

5. Children’s Privacy

We do not sell services to children and do not want to collect or store personally identifiable information about children. If you are under 18 years old, you may use our website and purchase services from us only with the involvement of a parent or guardian. If a child who we know to be under 13 years old sends personally identifiable information to us, we will use it only to respond directly to that child to inform him or her that we must have parental consent before receiving his or her personally identifiable information.

6. Security

We take reasonable measures to protect your personally identifiable information in an effort to prevent loss, misuse and unauthorized access, disclosure, alteration and destruction.

7. External Links

If any part of our website links you to other websites or mobile applications, those websites and mobile applications do not operate under this Privacy Policy. We recommend that you examine the privacy statements posted on those other websites and mobile applications to understand their procedures for collecting, using, and disclosing personal information.

8. How To Contact Us

If you have any questions or concerns about the privacy or security of your information, you may contact us at Info@Boxwoodmeans.com, send mail to us at Two Stamford Landing, Suite 100, 68 Southfield Ave., Stamford, CT 06902, or call us at 203-653-4100.

9. Changes to this Privacy Policy

We may update this Privacy Policy in the future, either with or without notice. Continued use of our website signifies your consent to the terms of this Privacy Policy as updated or amended.