

INQUIRIES, INC.  
SAFE HARBOR PRINCIPLES  
PRIVACY POLICY

Inquiries, Inc. is compliant and adheres to the Safe Harbor Principles developed by the U.S. Department of Commerce on July 21, 2000. Our Safe Harbor Privacy Policy dictates the privacy principles that we follow as to the conveyance of Personal Information to any outside person or country.

This Policy applies to any and all Personal Information received by Inquiries, Inc. We collect Personal Information for the purpose of human resource management, such as length of employment, education, job title, job performance, etc. We do not request information on a person's political opinion, religion, philosophy or sexual preference. If, under certain circumstances, the company collects information on an individual's medical health or ethnicity, this information will be protected under the law. The company will only disclose Personal Information if required to do so by law or to defend the rights of the company.

Inquiries, Inc. informs all individuals whom we collect Personal Information from as to what that information is being used for. All Personal Information collected whether by employees, applicants for employment, customers, vendors and others is maintained at its corporate office in Easton, Maryland or at our customers' business location. We collect this information for legitimate business reasons under the direction of our customers.

It is up to the individual on whether their Personal Information is disclosed to a third party other than the customer for which this information was originally collected. The company will ensure that the Personal Information collected is accurate and complete as to the records contained in the data source and is only collected for the purpose it was intended for. When the company has knowledge of individual's Personal Information being used or disclosed in a manner it was not intended for, the company will take steps to prevent this use or disclosure. We will hold any agents collecting information on behalf of us accountable for maintaining the trust our employees and/or customers have placed in us.

The company will allow individuals' access to their Personal Information upon request, unless prohibited by the agreements entered into with the client, such as the US Federal Government. We will allow individuals to correct or amend the information that has been demonstrated to be inaccurate or incomplete unless prohibited by the agreements entered into with the client, such as the US Federal Government. An individual or employee who wishes to review or update his Personal Information can do so by contacting Human Resources. If the individual or employee is not satisfied with the response of Human Resources, the Privacy Officer should be contacted with a written description of the matter.

Inquiries, Inc., has designated Ron Dryka as its Facilities Security Officer responsible for the company's compliance with the enforcement of the Safe Harbor Privacy Policy.

Ron Dryka  
Facilities Security Officer  
Inquiries, Inc.  
129 N. West Street  
Easton, Maryland 21601  
410-819-3711 Telephone  
410-819-6720 Fax  
rdryka@inquiriesinc.com Email

Inquiries, Inc. will take all reasonable precautions to protect individual's or employee's Personal Information that is in the company's possession from loss, misuse and unauthorized access, disclosure, alteration and destruction. Inquiries, Inc. will limit access to Personal Information to those persons in our organization, or individuals or companies acting as representatives of the company who have a specific purpose for maintaining and processing such Personal Information. Any individuals who have been granted access to Personal Information will be made aware of the responsibility to protect the confidentiality and security of that information.

Inquiries, Inc. will conduct annual compliance audits of its privacy practices in order to adhere to our Privacy Policy as well as the Safe Harbor Principles. The audit will be conducted by the Privacy Officer. Any employee whom it has been determined is in violation of the Privacy Policy will be subject to disciplinary action up to and including termination of employment. Any company or third party who violates this policy will be in breach of all agreements with Inquiries, Inc., and shall defend and indemnify Inquiries, Inc. from any and all claims related to these violations.

Any concerns should be addressed to the Privacy Officer regarding Personal Information. Inquiries, Inc. will investigate and try to resolve any and all complaints regarding the use of Personal Information in accordance with the Privacy Policy. For complaints that cannot be resolved between the Privacy Officer and the complainant you may contact the Federal Trade Commission.

Federal Trade Commission  
Attn: Consumer Response Center  
600 Pennsylvania Avenue NW  
Washington, DC 20580  
[consumerline@ftc.gov](mailto:consumerline@ftc.gov)  
[www.ftc.gov](http://www.ftc.gov)