

**Process Server Central, LLC d/b/a "MY COURT CALENDAR™"  
(hereinafter referred to as "PSC")**

**Privacy Policy**

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Our Privacy Policy Contains Information on the Following Areas:

- What information we collect and why we collect it.
  - The manner in which we utilize that information.
  - The choices available to you regarding our use of your personally identifiable information.
  - The method is which you can access and update your personally identifiable information.
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**Collection of Information**

Our Site and mobile application use forms in which you give us contact information (including your name, address, telephone number, and email address) so you can register for service, place orders, request information and support, and make suggestions. For certain services, we may also request a credit card number, government identification number, or other financial information. We will then create an account number for you.

We receive and store any information you enter on our Site, mobile application, or give us in any other way, including through email, telephone, or other communications with our customer service department. If you contact us for support, we will keep an internal record of what support was rendered.

**How We Use Your Information**

We use your information to contact you regarding functionality changes to our products, our Site and mobile application, new PSC services, and special offers we think you'll find valuable. If you would rather not receive this information, please see send us a written request to advise us of your preferences.

We use information gathered about you from our Site or mobile application statistics (for example, your IP address or device operating system) to help diagnose problems with our server, and to administer our Site and mobile application. We do not ask you for access, or track any location-based information from your mobile device at any time while downloading our mobile application or services. We do not tie any personally identifiable information you submit within our mobile application to any of the tracking technologies that we may use.

### **Protecting Our Rights**

In general, we collect, store and use your information to provide you with a safe, smooth, efficient and customized experience on our site(s). However, sometimes we need to collect and use your personal information in order to enable us:

1. to enforce our terms of service;
2. to prevent fraud or potentially illegal activities (including copyright or other infringements); or
3. to provide technical or other support.

### **Third-Party Service Providers**

We may at times provide information about you to third parties to provide various services on our behalf, such as processing credit card payments, delivering advertisements, conducting surveys, and/or evaluating customer service management. We will only share information about you that is necessary for the third party to provide the requested service. These companies are prohibited from retaining, sharing, storing or using your personally identifiable information for any secondary purposes.

### **Links to Other Sites**

This site and our mobile application contain links to other websites. These sites may have their own privacy statements or policies in-place. We recommend you review their policies if you visit any of these linked websites. We are not responsible for the content of linked sites or any use of the sites. Please see our "Linking Policy" for more information regarding our linking policy.

### **Information You Provide**

Our software program(s) let you share information with others. Please bear in mind that when

you share information publicly, it may be indexed by search engines.

### **Sending E-mails**

We use emails to communicate with you and to send information that you have requested. The information you send to us may be stored and used to improve this site, our mobile application, and our products, or it may be reviewed and discarded.

### **Enforcement of Our Policies**

We regularly review our compliance with our own Privacy Policy. When we receive formal written complaints, we will contact the person who made the complaint. We will work with the appropriate regulatory authorities, including local data protection authorities, to resolve any complaints regarding the transfer of personal data that we cannot resolve with our users directly.

### **Legal Compliance and Law Enforcement Interaction**

We will share personal information with companies, organizations or individuals outside of PSC if we have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:

- enforce applicable Terms of Service, including investigation of potential violations;
- meet any applicable law, regulation, legal process or enforceable governmental request;
- protect against harm to the rights, property or safety of PSC, our users or the public as required or permitted by law;
- detect, prevent, or otherwise address fraud, security or technical issues.

We cooperate with the U.S. government and law enforcement officials and private parties to enforce and comply with the law. We will disclose any information about you to government or law enforcement officials or private parties as we, in our sole and complete discretion, believe necessary or appropriate to respond to claims and legal process (including without limitation subpoenas), to protect our property and rights or the property and rights of a third party, to protect the safety of the public or any person, or to prevent or stop activity we consider to be

illegal or unethical.

### **Transfer of Data Outside the U.S.A.**

If you are visiting this Site from a country other than the country in which our servers are located, your communications with us may result in the transfer of information across international boundaries. By visiting this Site and communicating electronically with us, you consent to such transfers.

### **Security of Your Personal Information**

PSC is committed to protecting the security of your personal information. We use a variety of security technologies and procedures to help protect your personal information from unauthorized access, use, or disclosure. For example, we store the personal information we collect on computer systems with limited access, which are located in controlled facilities. When we transmit highly confidential information (such as a credit card number or password) over the internet, we protect it through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

If a password is used to help protect your accounts and personal information, it is your responsibility to keep your password confidential. Do not share this information with anyone. If you are sharing a computer with someone, then you should always log-out before leaving a site or service to protect access to your information from subsequent users.

We follow generally accepted standards to protect the personal information submitted to us, both during the transmission and once we receive it. However, bear in mind that there is no method of transmission over the Internet, or method of electronic storage that is 100% secure,. Therefore, we cannot guarantee absolute security of your personal information.

### **Termination of your My Court Calendar Account**

When your PSC account(s) is/are cancelled (either voluntarily or involuntarily) all of your personally identifiable information is placed in "deactivated" status on our relevant PSC databases. However, deactivation of your account does not mean your personally identifiable information has been deleted from our database entirely. We will retain and use your personally identifiable information as necessary in order to comply with our legal obligations, resolve disputes, or enforce our agreements.

## **Your Acceptance of Our Privacy Practices**

By using this website or any other PSC website, you agree to the terms of this Privacy Statement. This Privacy Statement applies only to information provided by or collected from customers in the United States and is not intended to describe data handling procedures for information collected by other linked web sites or business partners.

## **Secure On-Line Registration**

PSC is committed to ensuring that your registration process on [www.mycourtcalendar.com](http://www.mycourtcalendar.com) is safe and secure. We store all of the personal information you provide us when you create an account. Additional security assurances are given with the letters, "https" (rather than "http") which are located in the URL address window at the top of your browser. If you prefer, you may register over the telephone and a customer service representative will be happy to help you with the registration process.

## **Changes to Our Privacy Policy**

*We reserve the right to change or update this Privacy Statement at any time.*

This Privacy Policy may be updated periodically and without prior notice to you to reflect changes in our online information practices. When changes are made to this Policy it will be posted to the website and the "modified" date at the bottom of this policy will be revised. We also encourage users to periodically check this Policy to understand how PSC protects and uses your information.

## **Contacting PSC or Modifying Your Information**

Please contact us if you have any questions about our Privacy Policy, the practices of this Site or our mobile application, or your dealings with this Site or our mobile application.

You may update your account information or opt out of receiving communications from us and our partners at any time. We have the following options for changing and modifying your account information or contact preferences:

- You may send an e-mail to [mycourtcalendar@tampabay.rr.com](mailto:mycourtcalendar@tampabay.rr.com)
- You may send a letter to PSC at the following postal address:

P.O. Box 5176, Tampa, Florida 33675 USA

- You may call us at: 877-312-0144

- You may fax us at: 813-662-1451

We will respond to your request for access or to modify or deactivate your information within thirty (30) calendar days.

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