



SWEEP

Privacy Policy

Last modified: June 10, 2021

Introduction

Solid Waste Environmental Excellence Performance Standard Inc. (“**SWEEP**” or “**We**”) respects your privacy and is committed to protecting it through our compliance with this policy.

This policy describes the types of information we may collect from you or that you may provide when you visit the website www.sweepstandard.org (our “**Website**”) and our practices for collecting, using, maintaining, protecting, and disclosing that information.

This policy applies to information we collect:

- On this Website.
- In email, text, and other electronic messages between you and this Website.
- From your employer or client.
- From Emerge Knowledge Design Inc. (“Emerge Knowledge”), an independent environmental technology company which provides the independent SAAS platform used for SWEEP’s certification process: Re-Trac (www.re-trac.com) (“Re-Trac”).

It does not apply to information collected by is offline.

We have engaged Emerge Knowledge Design Inc. (“Emerge Knowledge”), an independent environmental technology company, to provide the SAAS platform used for SWEEP’s certification process: Re-Trac (www.re-trac.com) (“Re-Trac”). You will be given a Re-Trac user account to complete SWEEP’s certification process. Emerge Knowledge’s Privacy Policy and data security protocols will apply to your use of Re-Trac. Emerge Knowledge may share information about you that you input into Re-Trac with us. We may share information relating to you with Emerge Knowledge for the purpose of our certification process. Emerge Knowledge is an independent organization, and you acknowledge and agree that we make no representations and provide no warranties with respect to Re-Trac and have no liability whatsoever relating Re-Trac, your use of Re-Trac, or Emerge Knowledge’s use of your information.

Please read this policy carefully to understand our policies and practices regarding your information and how we will treat it. If you do not agree with our policies and practices, your choice is not to use our Website. By accessing or using this Website, you agree to this privacy policy. This policy may change from time to time. Your continued use of this Website after we make changes is deemed to be acceptance of those changes, so please check the policy periodically for updates.

Children Under the Age of 18

Our Website is not intended for users under 18 years of age. No one under age 18 may provide any information to or on the Website. We do not knowingly collect personal information from children under 18.

Information We Collect About You and How We Collect It

We collect several types of information from and about users of our Website, including information by which you may be personally identified, such as name, postal address, e-mail address, telephone number, [OTHER PERSONAL INFORMATION COLLECTED] (“**personal information**”);

We collect this information:

- Directly from you when you provide it to us.
- From your employer or client.
- From Emerge Knowledge.

Information You Provide to Us

The information we collect on or through our Website may include:

- Information that you provide by filling in forms on our Website. This includes information provided at the time of registering to use our Website, [subscribing to our service,] [posting material,] [or requesting further services]. We may also ask you for information when you report a problem with our Website.
- Records and copies of your correspondence (including email addresses), if you contact us.
- Your responses to surveys that we might ask you to complete for research purposes.
- Details of transactions you carry out through our Website and of the fulfillment of your orders. You may be required to provide financial information before placing an order through our Website.
- Your search queries on the Website.

Information We Collect Through Your Employer

- [INSERT]

Information We Collect from Emerge Knowledge

- [INSERT]

[Information We Collect Through Automatic Data Collection Technologies

As you navigate through and interact with our Website, we may use automatic data collection technologies to collect certain information about your equipment, browsing actions, and patterns, including:

- Details of your visits to our Website, including [traffic data,] [location data,] [logs,] and other communication data and the resources that you access and use on the Website.
- Information about your computer and internet connection, including your IP address, operating system, and browser type.

The information we collect automatically [does/may/is only statistical data and does not] include personal information[, [but/or] we may maintain it or associate it with personal information we collect in other ways or receive from third parties]. It helps us to improve our Website and to deliver a better and more personalized service, including by enabling us to:

- Estimate our audience size and usage patterns.
- Store information about your preferences, allowing us to customize our Website according to your individual interests.
- Speed up your searches.
- Recognize you when you return to our Website.

The technologies we use for this automatic data collection may include:

- **Cookies (or browser cookies).** A cookie is a small file placed on the hard drive of your computer. You may refuse to accept browser cookies by activating the appropriate setting on your browser. However, if you select this setting you may be unable to access certain parts of our Website. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you direct your browser to our Website.
- **Flash Cookies.** Certain features of our Website may use local stored objects (or Flash cookies) to collect and store information about your preferences and navigation to, from, and on our Website. Flash cookies are not managed by the same browser settings as are used for browser cookies. For information about managing your privacy and security settings for Flash cookies, see [Choices About How We Use and Disclose Your Information](#).
- **Web Beacons.** Pages of our Website and our e-mails may contain small electronic files known as web beacons (also referred to as clear gifs, pixel tags, and single-pixel gifs) that permit SWEEP, for example, to count users who have visited those pages or [opened an email] and for other related website statistics (for example, recording the popularity of certain website content and verifying system and server integrity).]

Financial Information

We process customer payments through QuickBooks, our third-party payment processing vendor. QuickBooks collects our customer's name, email, address, telephone number and credit card information to process customer payments for services sold on the website. We do not have access to personal information provided to QuickBooks via the website other than names and email addresses. You should review QuickBooks PRIVACY POLICY. We retain a record of customer purchases which are through our website.

How We Use Your Information

We use information that we collect about you or that you provide to us, including any personal information:

- To present our Website and its contents to you.
- To provide you with access to Re-Trac.

- To provide you with information, products, or services that you request from us, including but not limited to the SWEEP certification process.
- To fulfill any other purpose for which you provide it.
- To provide you with notices about your [account/subscription], including expiration and renewal notices.
- To notify you about changes to our Website or any products or services we offer or provide through it.
- To allow you to participate in interactive features on our Website.
- [DESCRIBE ANY OTHER USES]
- In any other way we may describe when you provide the information.
- For any other purpose with your consent.

We may also use your information to contact you about our own services that may be of interest to you. If you do not want us to use your information in this way, please contact us at info@sweepstandard.org

Disclosure of Your Information

We may disclose aggregated information about our users, and information that does not identify any individual, without restriction.

We may disclose personal information that we collect or you provide as described in this privacy policy:

- To contractors, service providers, and other third parties we use to support our business, including Emerge Knowledge, and who are bound by contractual obligations to keep personal information confidential and use it only for the purposes for which we disclose it to them.
- To a successor in the event of a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of SWEEP's assets, whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding, in which personal information held by SWEEP about our Website users is among the assets transferred.
- To fulfill the purpose for which you provide it.
- For any other purpose disclosed by us when you provide the information.
- With your consent.

We may also disclose your personal information:

- To comply with any court order, law, or legal process, including to respond to any government or regulatory request.
- To enforce or apply our [terms of use](#), service agreement and other agreements, including for billing and collection purposes.
- If we believe disclosure is necessary or appropriate to protect the rights, property, or safety of SWEEP, our customers, or others.

- To comply with our agreements with Emerge Knowledge.

Accessing and Correcting Your Information

You can review and change your personal information by logging into the Website and visiting your account profile page.

You may also send us an email at info@sweepstandard.org to request access to, correct or delete any personal information that you have provided to us. [We cannot delete your personal information except by also deleting your user account.] We may not accommodate a request to change information if we believe the change would violate any law or legal requirement or cause the information to be incorrect.

Data Security

We have implemented measures designed to secure your personal information from accidental loss and from unauthorized access, use, alteration, and disclosure.

The safety and security of your information also depends on you. Where we have given you (or where you have chosen) a password for access to certain parts of our Website, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we do our best to protect your personal information, we cannot guarantee the security of your personal information transmitted to our Website. Any transmission of personal information is at your own risk. We are not responsible for circumvention of any privacy settings or security measures contained on the Website.

Changes to Our Privacy Policy

It is our policy to post any changes we make to our privacy policy on this page with a notice that the privacy policy has been updated on the Website home page. If we make material changes to how we treat our users' personal information, we will notify you through a notice on the Website home page. The date the privacy policy was last revised is identified at the top of the page. You are responsible for ensuring we have an up-to-date active and deliverable email address for you, and for periodically visiting our Website and this privacy policy to check for any changes.

Contact Information

To ask questions or comment about this privacy policy and our privacy practices, contact us at:
info@sweepstandard.org