



Privacy Policy and Terms of Use

Thank you for visiting COPIER CAREERS!!

BEFORE ACCESSING THIS WEBSITE, YOU SHOULD READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY AS THEY GOVERN YOUR USE OF THIS WEBSITE. IF YOU DO NOT AGREE WITH THESE TERMS AND CONDITIONS, YOU ARE NOT GRANTED PERMISSION TO ACCESS OR OTHERWISE USE THIS WEBSITE, AND SHOULD DISCONTINUE USING AND EXIT THIS WEBSITE IMMEDIATELY.

Schwartz & Co., LLC d/b/a Copier Careers (“COPIER CAREERS”) understands that privacy is important to our visitors and we are committed to safeguarding your information and protecting privacy. We have developed this Privacy Policy and Terms of Use statement (“Policy”) to explain how we may collect and use guest information, and how you may access and use this website. We reserve the right to modify this Policy from time to time, and we encourage you to review it whenever you visit one of our websites.

CERTAIN AREAS OF THIS WEBSITE MAY HAVE SEPARATE REGISTRATION PROCEDURES, AND MAY BE SUBJECT TO OTHER TERMS AND CONDITIONS.

1. Privacy Generally.

We want to make your experience visiting our website a positive one. Headquartered in Minneapolis, Minnesota, COPIER CAREERS is an industry leading recruiting services organization, and, among other things, assists in connecting qualified candidates (collectively, “Recruits”) with employers in the document imaging industry (“Employers”). The primary mission of COPIER CAREERS is to provide employers with high quality employment candidates. As part of our service, we may collect personal information submitted by our visitors and other information regarding the services or products requested. This helps us tailor this website and our services to our visitors’ needs, and to personalize your experience with us. You can opt-out to provide personal information to us by choosing not to use this website or the services we offer.

PLEASE NOTE: There is no charge to a Recruit for using this website and/or finding a job through COPIER CAREERS. Any fees are paid by the applicable Employer. By registering with COPIER CAREERS, you authorize us to release career related documentation to prospective employers in printed or electronic format (including the Internet). Any registration, submission of a resume and/or completion of an application does not guarantee an interview or an offer of employment.

2. What Information Do We Collect?

We collect information in several different ways. We may ask you to volunteer your name, e-mail address, telephone number, professional background, potential career-related interests or other personal information at various times that is not otherwise publicly available. You may also be provided an option to voluntarily upload your resume. As part of our service, we may also obtain personal information from other sources. For instance, we may observe the domain name you use to access the Internet, the IP address of the computer you are using, the links you use to reach this website, the browser and operating system you are using, the date and time you access this website, the length of your visit and user-specific information on the pages you access. In order to help us collect certain information to make your experience more personal, we may use available Internet technologies, such as small text files called “cookies,” or other tracking mechanisms.

We use the information we gather to help us improve this website and our services, and to protect against fraud and misuses of our services. You can choose to have your computer warn you each time a cookie is being sent, or you can choose to reject all cookies. In most cases, you can do this by changing the settings on your browser (e.g., Internet Explorer, Safari, Mozilla, Firefox, etc.). Each browser is a little different, so look at your browser's "Help" menu to learn how to modify its settings to reflect your cookie preferences. Please note, however, if you choose to reject cookies, you may not have access to many features that make your experience smoother, and some of our services may not function properly.

3. How Do We Use Information?

In addition to helping us develop and deliver our services, we use the information that we collect to better understand your preferences, interests and history using this website. With this information we may tailor our services and communicate with you regarding administrative notices, special offerings and upgrades to our services. If you provide us with your e-mail address, we may occasionally send you information electronically about products, services and news. If you provide us with your postal address, you may receive periodic mailings from us with information on new products and services or special announcements. These offers may be based on information you provided us and on your history with COPIER CAREERS. You may have the choice to opt-out of receiving communications from us by specifying your request when you register, by contacting us in writing at the address below or by following an unsubscribe process included in any of our ongoing electronic communications.

4. With Whom Do We Share Information?

If you provide personal information within a registration page, it will be used in the operation of COPIER CAREERS and may be used to fulfill requests by sharing certain personal information with Employers. In addition, we may share your personal information with third parties that offer related products or services. NOTE: When you apply for a particular job, the applicable Employers' websites will have their own privacy policies that describe how your information will be treated.

If there is a change of control in COPIER CAREERS' business, information contained in COPIER CAREERS' databases could be sold as part of a merger or sale transaction and your personal information may be used by the purchaser.

Although unlikely, we may be required by law enforcement or judicial authorities to provide personally identifiable information to the appropriate governmental authorities. If requested as part of a legal proceeding, we will provide this information upon receipt of the appropriate documentation.

5. Third-Party Links.

This website may include links to other websites that will let you leave our website. We do not own, control, operate or necessarily endorse these companies, their websites, products or services. These linked websites, along with any information you provide in accessing a linked website, are in no way subject to our Policy. Each linked website may have its own policies that could differ considerably from our policies, or the linked site may not display any privacy policy at all. In any case, even though a linked website is accessed through this site, we cannot be responsible for any use that a linked website may make of your information. We recommend that you take the time to read the privacy policies and user agreements of these third-party websites. You should contact the operators of linked websites if you have any questions about their use of the information they collect.

This website may display targeted advertisements based on personal information. Advertisers may assume that people who interact with, view, or click targeted ads or submit certain search keywords meet the targeting

criteria. We not provide any personal information to an advertiser when you view a targeted ad. By interacting, however, with or viewing an ad you, are consenting to the possibility that the advertiser will make the assumption that you meet the targeting criteria used to display the ad. This also applies any keyword searches you perform on our site.

6. How Can You Access Your Personal Information?

You may have the ability to access and update the personal information that you have provided to us by logging into your account created on this website (if applicable), or sending a written request to the address included below. If you have questions or concerns about this Policy, or to deactivate any such account, please contact us at the address provided below.

7. Retention of Information.

In order to maintain our databases, we may retain the information we collect for an indefinite period of time. We reserve the right to store information received from and about visitors to this website in secure locations of our choosing for any amount of time we deem necessary. This information becomes the property of COPIER CAREERS and may be used at our discretion in accordance with this Policy.

8. Security Procedures.

We take reasonable physical, electronic, procedural and other security measures to help safeguard personal information from unauthorized access or disclosure. You should also take an active role in the protection of your information by keeping your password confidential, fully logging out of websites and exiting your Internet browser each time you finish a session.

9. Protection of Children.

We do not knowingly request personally identifiable information from children under the age of 13 without the consent of a parent or legal guardian, and we comply with the Children's Online Privacy Protection Act ("COPPA"). For more information about protecting the privacy and safety of minors online, we recommend you visit the Federal Trade Commission ("FTC") and TRUSTe websites. We urge parents to regularly monitor and supervise their children's online activities. Children under the age of 18 are prohibited to register and use this website, however, we do not proactively check age upon signup.

10. WARRANTY DISCLAIMER.

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RESPONSIBILITY TO EVALUATE THE ACCURACY AND COMPLETENESS OF ALL INFORMATION, OPINIONS AND OTHER MATERIAL ON THIS WEBSITE OR ANY WEBSITE WITH WHICH IT IS LINKED.

YOU UNDERSTAND THAT ANY STATISTICAL INFORMATION PROVIDED BY COPIER CAREERS INCLUDING, BUT NOT LIMITED TO, JOB PLACEMENT STATISTICS, IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY.

11. LIMITED LIABILITY OF COPIER CAREERS.

IN NO EVENT SHALL COPIER CAREERS OR ITS REPRESENTATIVES BE LIABLE FOR ANY DAMAGES (INCLUDING, BUT NOT LIMITED TO, DIRECT, INDIRECT, PUNITIVE, INCIDENTAL, SPECIAL OR CONSEQUENTIAL, LOSS OF USE, LOSS OF DATA, LOSS CAUSED BY A COMPUTER OR ELECTRONIC VIRUS, LOSS OF INCOME OR PROFIT, LOSS OF OR DAMAGE TO PROPERTY), CLAIMS OF THIRD PARTIES, OR OTHER LOSSES OF ANY KIND OR CHARACTER RELATED TO THE USE OF THIS WEBSITE OR ANY WEBSITE WITH WHICH IT IS LINKED, OR FOR ANY INFORMATION, PRODUCT OR SERVICE OBTAINED THROUGH ONE OF OUR WEBSITES, EVEN IF COPIER CAREERS OR ANY OF ITS REPRESENTATIVES HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

12. No Unlawful or Prohibited Use.

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13. Legal Notice and Acceptance of Policy.

BY ACCESSING THIS WEBSITE, YOU ACKNOWLEDGE THAT YOU HAVE READ THIS POLICY AND AGREE TO ALL ITS THEN-CURRENT TERMS AND CONDITIONS. IF YOU DO NOT AGREE, PLEASE DO NOT USE THIS WEBSITE.

By using this website after our Policy has been revised, you agree to be bound to the revisions. This website is created and controlled by COPIER CAREERS in the State of Minnesota, and this Policy is governed by the laws of the State of Minnesota (excluding any applicable conflict of laws provisions). The exclusive jurisdiction and venue concerning all disputes arising out of or relating to this Policy or use of this website shall be state of federal courts in the State of Minnesota.

14. Submissions.

COPIER CAREERS welcomes your feedback and suggestions about how to improve this website. You hereby grant COPIER CAREERS permission to use any ideas, suggestions, information, know-how, material, or any other content (collectively, "*Feedback*"), received through this website for any purpose, commercial, public or otherwise, without the need for approval or additional compensation of any sort to you, in any form, media, or technology now known or later developed. You hereby waive any claim to the contrary.

15. Intellectual Property Rights.

This website and its contents are the property of COPIER CAREERS and are protected by law including, but not limited to, United States copyright, trade secret, and trademark law, as well as other state, national, and international laws and regulations. Except where otherwise indicated, all materials contained on this website are the copyrighted material of COPIER CAREERS, including without limitation, as a collective work and/or compilation, and in the selection, coordination, arrangement, and enhancement of this website's content. **COPIER CAREERS®, ADAPTIVE RETAINER RECRUITING®, COPIER HEADHUNTERS®, COPIER RECRUITERS®, MORE THAN RESUMES, CANDIDATES®, MPS CAREERSSM** and **copiercareers.com** are among the trademarks, service marks, registered trademarks and domain names of COPIER CAREERS. Other titles, logos, designs, products, services and company names displayed on this website may be trademarks and/or service marks of their respective owners.

16. Suspected Copyright Violations.

Pursuant to the Digital Millennium Copyright Act, Title 17, United States Code, Section 512(c), a copyright owner or its authorized agent ("*Complainant*") may submit a complaint alleging copyright infringement to COPIER CAREERS if Complainant has a good-faith belief that its works are being infringed by material subject to COPIER CAREERS' control. To ensure receipt, COPIER CAREERS strongly recommends that Complainant send the complaint by overnight mail to the address indicated below, marking your correspondence: "*ATTN: COPYRIGHT.*"

COPIER CAREERS will investigate complaints and respond to proper notifications. A proper notification **MUST** have at least the following information, or it may be **IGNORED**:

- A physical or electronic signature of a person authorized to act on behalf of Complainant;
- Identification of the copyrighted work claimed to have been infringed or, if multiple copyrighted works at a single site are covered by a single notification, a representative list of such works at that site;

- Identification of the material that is claimed to be infringing or to be the subject of infringing activity and that is to be removed or access to which is to be disabled, and information reasonably sufficient to permit COPIER CAREERS to locate the material;
- The Complainant's full legal name, address, telephone number and, if available, an email address at which Complainant may be contacted;
- A statement that Complainant has good-faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law; and
- A statement, made under penalty of perjury, that the information in the notification is accurate and that Complainant is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.
- COPIER CAREERS will investigate the subject of a proper notice. If appropriate, COPIER CAREERS will remove or disable access to the allegedly infringing material and notify the entity that submitted such material.

17. Indemnity.

You hereby agree to indemnify and hold harmless COPIER CAREERS and its Representatives, and their underlying content and service providers, from and against any and all claims, charges, demands, damages, liabilities, losses and expenses of whatever nature and howsoever arising (including but not limited to any legal or other professional fees and the costs of defending or prosecuting any claim, and any loss of profit, goodwill, and any other direct or consequential loss) due or arising, directly or indirectly, out of content you submit, post or upload to or transmit through our website, your use of our website, your connection to our website, your violation of this Policy, or your violation of any rights of another. These obligations will survive any termination of your relationship with COPIER CAREERS or your use of our website. COPIER CAREERS reserves the right to assume the defense and control of any matter subject to indemnification by you, in which event you will cooperate with COPIER CAREERS in asserting any available defenses.

18. Questions?

If you have questions related to this Policy, you may contact us at:

**Schwartz & Co., LLC
ATTN: ONLINE PRIVACY
1912 Dupont Ave. South, Ste. 202
Minneapolis, MN 55403 USA**

MTC#674320.2

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