

# Privacy Statement

This is Dorothy Davis, CEO and owner of Southeastern Business Solutions, presenting our privacy statement on guidelines on how data collected on this site, SoutheasternBusinessSolutions.com, is collected, secured, and used. This policy also addresses how user data is collected and account access supported for SEBS' service components. Service components being any service outlet you subscribe to via SEBS. These components include but are not limited to cPanel accounts, website user accounts, exchange accounts, MSO accounts, Creative Cloud accounts, VOIP accounts, AnyMeeting, and so on.

## How is the data collected, secured, and used?

Southeastern Business Solutions (SEBS) collects data in a couple of ways. How your data is collected depends on the purpose of the data. Currently these are the forms of data collected on this site and their uses.

### **Form Submission**

The most common and visible form of data we collect is via our contact forms. Using Microsoft Forms we ensure the data collected is behind the security components deployed by Microsoft. This way you know your data isn't just sitting on a website just waiting on crawlers to peek. These forms are used for the public to fill out but do not require SSL or login for the data collected to be secured as it is collected behind the security of MSO. This beautiful feature also gives us the ability to allow you up to 24 hours to edit your form submission. Data collected through these form submissions is used to respond to your request as efficiently as possible. By completing the forms, you are authorizing SEBS to contact you regarding the information you related in the form. The forms will better equip SEBS to develop a starting point that will launch our future discussions and plans.

## **Analytics**

SEBS collects and observes the analytics of all sites developed and designed by SEBS, including this one. This data flows organically based on the various SEO and marketing strategies deployed by SEBS. It is not shared with anyone. Site owners will be afforded an analytics account and access to it upon request, free of charge.

## **User Data**

Currently, the public does not have access to register for an online account with SEBS. Any registered users of any of SEBS service components will be registered by SEBS with temporary credentials issued for immediate reset upon first login. Should any registered user forget their password another temporary one will be issued where a reset is required upon the next login.

## **Data Handling Guidelines for MOU Participants and the SEBS Team**

Any data collected is secured by SEBS behind the protective shells offered by MSO and is kept in the strictest of confidence.

## **Confidentiality Agreement**

ALL MOU participants and SEBS team members are required to keep all account information confidential, discussing only task-related information with the appropriate individual(s), which will be identified in the MOU or task assignment details. The security of our customers' data is Number One on SEBS must-have business objective; hence, compliance with this policy is critical.

Violation of any of the following actions gives ground for termination of your relationship with SEBS, no matter your position, tenure ship, or relationship with SEBS.

- discussing a customer's account with another customer.
- disclosing login information through a third party without the expressed consent of the intended recipient.
- disclosing ANY contact information of any customer to another party other than a SEBS team member.
- discuss any proprietary information with any person outside of SEBS. Proprietary information being any information pertaining to SEBS in-house operations or its components.

### **Communication Requirements**

All MOU participants and SEBS team members are required to disseminate all tasks and/or project related information back to SEBS. All communications from MOU participants / SEBS team members to customers of SEBS must be copied to SEBS so that SEBS is kept in the loop to help guide or offer solution proposals when SEBS or the customer deems it necessary. Again, failure to keep me in the loop will be grounds for termination of our relationship. All accounts are monitored for compliance in this regard.

**NOTE:** This privacy statement is subject to change without notification. The most current will be available at [SoutheasternBusinessSolutions.com](http://SoutheasternBusinessSolutions.com)