



## **McNutt Consulting Services, Inc. Privacy Policy**

This McNutt Consulting Services, Inc. Privacy Policy (the "Privacy Policy") describes the privacy practices for MCS Office Technologies, Inc. d.b.a. MCS Office Technologies ("MCS"), its service, MCS LeapStream, and its web site (collectively, "the Service"). As part of our commitment to your privacy, we have adopted this Privacy Policy to help you understand what information we gather about individuals who use our Service, how we use that information after we've gathered it and when and how we disclose that information. At MCS we strive to help our customers protect their privacy while using our Service. MCS wants to make your online experience satisfying and safe.

### **Information We Collect**

MCS collects information about its users primarily to make it easier and more rewarding for you to use our Service. When you register for the Service, you will be asked to provide information such as your full name, full company name (if applicable), full street address, phone number, email address, a user name and password of your choice. We might also ask you to fill out separate marketing surveys.

MCS may collect, use, and release information on your use of the Service as necessary to render the Service and to otherwise undertake legitimate business activities related to the Service. Subject to the terms of this Privacy Policy, MCS may collect information about your preferences which are reflected in the choices that you make among the range of services offered as part of the Service, the times that you actually use the Service, the menus and features you use most often, and other information about your "electronic browsing." This information is then aggregated along with the preferences of other users. If you establish a credit account with us, we will collect additional information, including billing address, credit card number and credit card expiration date. This information is used for billing purposes and to fill customers' orders. If we have trouble processing an order, this contact information is used to contact the customer.

If you send us personal correspondence, such as emails or letters, or if other users or third parties send us correspondence about your activities on the Service, you consent to our use of such information as well.

If you use a service or purchase goods provided by another company through our Service, that company may collect personal information about you and the transaction and provide such information to us and/or to third parties unaffiliated with MCS. We do not control the privacy practices of these third parties, so you should evaluate their practices before deciding to use their services.

### **How We Use Your Information**

The information you provide to us is used for the purpose of processing your application and customizing content to maximize the benefits of your use of the Service. This information is also analyzed so that we can serve you in the best manner possible on our Service through new features and functions and to provide you with useful information from MCS, its affiliates and partners, and third parties.

We may use your e-mail address to send you promotional information from MCS, its affiliates and partners and third parties. At the time of your registration, we'll give you an opportunity to tell us whether you want to receive promotional information from MCS and from MCS's affiliates, partners, and third parties.

MCS may aggregate information of its users to analyze trends, administer our site, track users' movement, and gather broad demographic information for aggregate use. MCS may share such aggregate information about our users with advertisers, business partners, sponsors, and other third parties. This information is not linked to any individual personal information that can identify any individual user. For example, MCS may tell advertisers that our audience is composed of x percent females and y percent males. This information is collected from you in your registration and order forms, during promotions or surveys, and from our server log files, cookies and other technologies and is used to better understand the demographics, interests, and behavior of our users as a whole.

MCS may disclose individual user information to third parties in special cases when we have reason to believe that disclosing this information is necessary to identify, contact, or bring legal action against someone who may be causing injury to or interference with (either intentionally or unintentionally) MCS' rights or property, other MCS users or anyone else that could be harmed by such activities.

MCS may disclose user information when we believe in good faith that the law requires it.

Gibson City Branch  
104 N. Jordan Dr.  
Gibson City, IL 60936

Champaign Branch  
307 S. Neil St.  
Champaign, IL 61820

www.mcsot.com  
(800) MCS-NET4