



TC Communications, Inc.
Privacy Policy

TC Communications is committed to ensuring your privacy is secured and protected, consistent with the guidelines set forth in the General Data Protection Regulation and other privacy laws.

This Privacy Policy details how we process Personally Identifiable Information (PII), including the personal data of individuals residing in the EU and the European Economic Area (EEA) when they interact with our services.

Information We Collect

We collect the following information at the beginning of the project in order to communicate efficiently and effectively:

- Your name, business email address and telephone number
- Your business name and address

Data Use

Information collected is used solely for communication and project identification purposes

Data Retention

We only retain personal data during the life of the project. Project that have ended will have expiring links that only administrative users can change access to. An annual audit also reviews personal data related to projects that are no longer active.

Data Transfer

Data is stored in contact managers like Salesforce and Outlook and is not transferred otherwise.

Data Disclosure

Personal data is not disclosed outside of internal business operations. TC Communications does not disclose personal information to 3rd parties. For more in-depth information please refer to our "Security Policy" document.

Your Data Protection Rights

TC Communications guarantees your right to exercise the following rights on protecting and maintaining the privacy of your personal information and data.

- The right to access and ask for copies of your personal information from us.
- The right to review uploaded personal information and rectify any errors and inaccuracies in the information.
- The right to object to the use of personal information for marketing purposes.
- The right to complain to the site's administrators and to relevant authorities for misuse of personal information and breach of privacy rights.
- The right to delete or request the deletion of uploaded personal data from our website subject to any applicable rules, regulations, and policies.
- The right to withdraw any consent or permission given to us, with regards to using your personal information in fulfilling the purposes set out in this Policy.

In addition to the guaranteeing your right to protect and maintain the privacy of your personal information and/or data, TC Communications guarantees you that:

- We will never lease, distribute, rent, or sell your personal information to third parties unless we have your permission or are mandated by the U.S. Federal Trade Commission, General Data Protection Regulation, and other privacy laws.
- Any personal information that we have about you is stored and processed under this Policy in accordance with the General Data Protection Regulation and other privacy laws.

Contact

Should you decide to exercise your rights under this Policy or feel that there are discrepancies on our part, please feel free to contact us immediately. We will respond to your concerns within twenty-four (24) to forty-eight (48) hours, or as soon as we can.

You may call us: 949-852-1972

or write to us: 17881 Cartwright Road, Irvine, CA 92614

or submit a note through our website at www.tccomm.com