# Gray Associates, Inc., Information Request Privacy Policy

Last updated: February 6, 2023

At Gray Associates, Inc., we value the privacy of those who engage with us about our offerings, and we are committed to protecting your personal information. This Privacy Policy explains how we collect, use, and protect the information we collect from you when you request information about our products, services, and events.

#### Information We Collect

We collect the following information through forms on our website and through connected services (e.g., LinkedIn for events):

First Name, Last Name, and Email Address - We collect your first name, last name, and email address when you sign up for our events or request information about our products and services.

Other Information you provide voluntarily - When you sign up for events or request information, we may also collect other information you voluntarily provide, such as your Company or Institution, Role, and/or Phone Number.

#### Use of Information

We use the information we collect to:

Fulfill your requests for information - We use your email address to send you the information you have requested.

Sign you up for events - We use your email address to sign you up for events and send you reminders and updates about the events.

Reach out to you about future events and products - We may use your email address to send you information about future events and product opportunities. The more you engage with us, the more we may engage with you.

### Data Protection and Security

We do not sell or give away your contact information. Special note for California residents: we do not share your personal information with third parties for direct marketing purposes.

Future messages we will send you will contain information on how to unsubscribe if desired. For immediate requests please contact us at the email address below.

We take the protection and security of your personal information very seriously. We have implemented technical and organizational measures to ensure the security of your personal information.

However, please note that no method of transmitting or storing data is completely secure. While we take steps to protect your information, we cannot guarantee the security of your information.

## Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or to comply with legal requirements. We will notify you of any changes by updating the date at the top of this policy and, if necessary, by providing you with additional notice (such as by adding a statement to our website or by sending you an email notification).

## Contact Us

If you have any questions or concerns about this Privacy Policy or our collection, use, or protection of your personal information, please contact us by email at info@grayassociates.com, or write to us at the following address:

Gray Associates, Inc. 355 Sudbury Rd Concord, MA 01742