



## Your Privacy is Very Important To Us

At Miller Tanner, we understand how important it is to our customers that the information we collect from you remains confidential and private. We take our responsibility to protect your information seriously and have implemented policies and security safeguards to help ensure your data is properly protected.

## Security and Confidentiality

Within Miller Tanner, we restrict access to personal and non-public information about you to only those employees and persons who need to know that information so we can provide our professional meeting management services to you in a prompt and professional manner. We maintain physical, technical and administrative security safeguards to protect the confidentiality and integrity of personal and business information in our possession and to guard against unauthorized access. These safeguards are also periodically tested by an external agency to verify their effectiveness.

## Our Commitment to Our Clients/Customers

The information that is collected from you is used to plan meetings/events, purchase travel, send you email notifications, improve our quality of service, and respond to your questions or suggestions. Miller Tanner Associates does not in any way sell any of the information that is given to us.

- The information that is given to us is sometimes given to third parties that provide services that are requested by you (e.g.. a hotel, car rentals, airlines, Visa applications, client reports) is given information in order to make a reservation for you. Miller Tanner Associates may also be required by law to disclose information about you in relation to our services.
- The information that is given to us is sometimes use by Miller Tanner to provide you with news or updates on our services.
- Our third party partners are held to the same high standards Miller Tanner has implemented and they are contractually obligated to only use data we provide them for the purpose it was disclosed to them and to protect its privacy while in their possession.

## Miller Tanner Employee Training and Obligations

All Miller Tanner, employees are required to meet our stringent Code of Conduct and data privacy practice that requires all users of our systems to protect the confidentiality of all personal and business information that is obtained in the course of our business.

## System Information Gathered by Miller Tanner.com

### Web Server Logs

Miller Tanner web servers generate temporary logs that may contain the following information:

- Internet address (IP address) of computer being used
- Web pages requested
- Referring Web page
- Browser used
- Date and Time

The data is used in aggregate by IT custodians to tune the Web site for its efficiency and is not ordinarily associated with specific individuals. Raw data from the Web server logs is only shared with the custodian of each Web site and does not contain information regarding a person's identity or place of work. Summary reports produced from the logs help Web publishers determine what Web browsers and pages are most popular so we can use the information to tune our system and maintain superior performance.

### Questions

You have a right to rectify and delete any personal data concerning you. You can exercise these rights by sending us an e-mail to [privacy@millertanner.com](mailto:privacy@millertanner.com) or a letter to the following address: Miller Tanner Privacy Policy, 2070 Lebanon Road, 2<sup>nd</sup> Floor, Lebanon, Tennessee 37087. Miller Tanner Associates reserves the right to request proof of identity before responding your request.