

Privacy Policy

This is the website of Office Facilities Group (www.ofginstallit.com) sincerely appreciates your trust and confidence in our goods and services. We can be reached by U.S. Mail or via email for any issues, comments, or other related privacy issues.

The privacy and security of the information collected from you is a priority to us. It is equally important to us that you understand how we handle that information.

By accessing, browsing or using this website, you expressly acknowledge that you have read, understand and agree to all of the terms of this Privacy Policy, as outlined below and as it may be modified by us from time to time without prior notice. If you do not agree to all of these terms, please do not browse or use this website.

Collection of Information

We collect information from you when you register on our site or fill out a form. When ordering or registering from on our site, you may be asked for, as appropriate, name, email address, phone number. Users may, however, visit our Site anonymously. We will collect personal identification information from you only if they voluntarily submit such information to us. Users can always refuse to supply personally identification information, except that it may prevent them from engaging in certain Site related activities...

The information we collect depends upon your relationship with us and what you do when visiting our website. You may, however, visit our site anonymously.

What do we use your information for?

Any of the information we collect from you may be used in one of the following ways:

- To improve our website
(we continually strive to improve our website offering based on the information and feedback we receive from you)
- To improve customer service
(your information helps us to more effectively response to your customer service requests and support needs)
- To process transactions
Your information, whether public or private, will not be sold, exchanged, transferred, or given to any other company for any reason whatsoever, without your consent, other than for the express purpose of delivering the purchased product or service requested.
- To send periodic emails
The email address you provide for order processing, will only be used to send you information and updates pertaining to your order.

Anyone sending unsolicited information to OfficeMakers by any means explicitly consents to storage, destruction, processing, disclosure, and/or any other use by OfficeMakers or any other party of the unsolicited information.

Cookies

We may also acquire certain information about your visit from a "cookie" and from your IP/Internet address. Cookies are small pieces of information that are stored by your web browser on your computer's hard drive. Our cookies and your IP/Internet address do not contain any information that identifies you personally, but they do allow us to serve you faster and with better quality. If you don't like cookies, your web browser likely includes an option that allows you not to accept them. Cookies assist us in compiling aggregate data about site traffic and site interaction so that we can offer a better site experience to our visitors.

Security of your personal information.

We employ reasonable Internet security measures and technologies, such an encryption, physical locks, etc., to ensure the confidentiality of your personal information. However, you should be aware that no data transmission can be 100% guaranteed, and our security measures do not protect your information once it leaves our web server's control.

Also, since our website may provide links to third-party sites that we do not control, we assume no responsibility whatsoever with respect to those sites. You should read and accept the privacy policies of all such sites before accessing them.

Do we disclose any information to outside parties?

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

Parents and children

Minors are not eligible to use our services.

If you are a parent or guardian, please make every effort to guard your children's privacy. If you are a minor, please do not send us any information about yourself whatsoever.

EU/USA Safe Harbor

Personal information from the European Union and/or on EU citizens may be collected by us and may be stored and processed in the United States or any other country in which OfficeMakers or its affiliates, subsidiaries or agents maintain facilities, and by using OfficeMakers.com, you consent to any such transfer of information outside of your country. OfficeMakers abides by the privacy principles of the Safe Harbor framework as set forth by the US Department of Commerce regarding the collection, use, and retention of data from the European Union. If you believe your privacy may have been violated based on the principles set forth in the Safe Harbor framework, please contact us at Privacy@OfficeMakers.com and provide a description of the possible violation. OfficeMakers will investigate and attempt to resolve any such possible violation. If you do not find the proposed solution satisfactory, OfficeMakers will resolve the dispute under the enforcement principle of the Safe Harbor framework through

the American Arbitration Association, our selected third-party dispute mechanism, or the EU Data Protection Agency for EU human resource data.

Notice

All notices required or permitted under this Privacy Policy shall be in writing, shall reference this Privacy Policy and shall be deemed given upon receipt when sent by registered or certified mail, return receipt requested, postage prepaid or commercial overnight carrier, with written verification of receipt. All communications shall be sent to the address set forth below.

Updating your personal information.

Although you may change your information on our website, we may maintain such prior information about you. Therefore, you should not expect that all of your historical information will be removed from our databases at the time you notify us of changes.

To access, change, remove, or **opt out** of further use of your information please contact us by phone (1-800-461-3166) mail (see Notice Section below), or by sending an email to smattison@ofginstallit.com.

OfficeMakers
1455 W. Sam Houston Pkwy, N.
Houston, TX 77043
713-461-1277