

Policy ID: GHS-06-PRIVACY Effective Date: March 1, 2025 Last Updated: October 7, 2025

# **Privacy Policy**

Greenhat Solutions ("GHS," "we," "our," or "us") respects your privacy. This Privacy Policy explains how we collect, use, and protect information when you visit our website, sign up for services, or participate in our programs, including the Teen Cyber Camp.

#### **Information We Collect**

- From Website Visitors: When you use our contact forms, we collect your name and email address. We also use cookies and analytics (including Google Analytics) to understand website traffic and improve our services.
- From Clients: For MSP services, we collect employee names, email addresses, device information, and system logs. Financial data is processed only through QuickBooks Online.
- From Employees, Contractors, and Interns: We collect personal and professional details needed for employment or contract administration, stored securely with encryption.
- From Teen Cyber Camp Participants: Sign-up forms include student names, parent/guardian names, emails, phone numbers, and age. With signed parental consent, we may take photos of students for use in promotional materials. Parents may opt out of photo use.

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

- Deliver MSP services such as monitoring, backups, and helpdesk support.
- Improve our internal systems and analytics.
- Send email updates, marketing campaigns, or promotional materials.
- Highlight testimonials, case studies, or student activities (with explicit consent).

#### **Data Sharing**

- We share only the minimum necessary data with trusted vendors (such as NinjaOne, SentinelOne, Ubiquiti, Synology, and hosting providers) to provide services.
- We do not sell or rent data to any third parties.

### **Data Security**

- All data is encrypted at rest and in transit.
- Data is stored in U.S.-based data centers, secure cloud storage, and GHS-managed onpremises servers.
- Immutable backups are maintained to protect against ransomware or accidental deletion.

#### **Data Retention**

- Client data is retained for up to 12 months after termination of services.
- Marketing-related data (e.g., email lists) is retained for up to 6 months after opt-out or inactivity.
- Employee, contractor, and intern records are retained only as long as legally required.

### Children's Privacy

- Our Teen Cyber Camp is designed for students ages 13–15, with case-by-case exceptions for 12-year-olds.
- We do not knowingly collect data from children under 13 without verifiable parental consent.
- Parents/guardians must sign consent forms for participation, and they may opt out of photo use at any time.

### Your Rights

- Request correction or deletion of your personal information.
- Opt out of marketing communications.
- Adjust cookie settings through our website banner.

### **Cookies & Tracking**

• We use cookies and Google Analytics to improve our website. Visitors can opt out using browser settings or the cookie banner provided on our site.

## **Policy Updates**

• We may update this Privacy Policy from time to time. Updates will be posted here with a revised "Effective Date."

#### **Contact Us**

• For questions or privacy requests, email us at: privacy@greenhatsolutions.com