

Parcels, Inc. Privacy & Cookie Policy

Parcels, Inc. (the “Company”) is a Litigation Support and eDiscovery business which provides Trial Support, eDiscovery, Data Analytics, and Hosted Document review. This policy describes the manner that Parcels manages any personal information that it collects, uses and discloses about those with whom we do business and how to contact us if you have any queries. This policy is a public document and will be made available on request.

Protecting consumer privacy is important to the company. The Company (hereinafter collectively referred to as the “Company”, “us”, “we”, or “our”) complies with the UK data protection act and further, the EU-U.S. Privacy Shield Framework as set forth by the U.S. Department of Commerce regarding the processing of personal data (“PII”). Parcels, Inc. has certified that it adheres to all applicable provisions of the Privacy Shield Framework, including the Privacy Principles, the Supplemental Principles and Annex 1 of the Framework. To learn more about the Privacy Shield program, and to view Parcels’ certification please visit <https://www.privacyshield.gov>.

This privacy policy outlines our general policy and practices for implementing the Principles, including the types of information we gather, how we use it, and the notice and choice affected individuals have regarding our use of and their ability to correct that information. This privacy policy applies to all personal information received by the Company whether electronic, paper or verbal format.

Definitions

“Personal Information” or “Information” means information that (1) is held within the confines of Parcels’ systems within the US locations; (2) is recorded in any form; (3) is about, or pertains to a specific individual; and (4) can be linked to that individual.

“Sensitive Personal Information” means personal information that reveals race, ethnic origin, sexual orientation, political opinions, religious or philosophical beliefs, trade union membership or that concerns an individual’s health.

Information Collected

The kind of personal information that we collect can be of any of the following types:

- Information about individuals who have used our services;
- Information about individuals who we have contacted in the past, or plan to contact for the purposes of seeking business;
- Information which has been collected by our clients and provided to us in line with agreements;
- Information about individuals working for, or associated with, any partner or supplier organizations; or
- information about individuals who seek employment or have held employment with Parcels

This personal information is collected in a variety of ways, including by mail, telephone, email, Internet and intranet access, personal contact, and through business activities and events. Access to your information within our organization is restricted to authorized employees and based on business needs.

Personal information collected by Parcels for the purpose of employment is used solely for this and no other reason. Your information may be shared with third party services for the purpose of the employment application process and where successful, payment of salary, retirement plans, health benefits, and other related employment expenses. No further use is required or permitted.

Personal information collected by or provided to Parcels for the purpose of commercial activities is used solely for this purpose. Parcels does not disclose personal information collected for commercial activities to any external third parties. Information is used to manage relationships and activities as requested by you. Parcels does not need or require personal information for any other use.

Please be aware that Parcels is subject to the investigatory and enforcement powers of the Federal Trade Commission (FTC). In addition, Parcels may, at times be requested to disclose personal information in response to lawful requests by public authorities, including to meet national security or law enforcement requirements.

Cookies

Cookies help us identify your device, performance of typical actions on this website or when you are logged in to specific secure zones. We use strictly necessary and functional cookies to enable you to move around the site and to provide basic features. Tracking and performance cookies are used to provide a better overall user experience. To edit or disable cookies, these can be managed in your browsers settings.

Data Integrity

The Company shall only process Personal Information in a way that is compatible with and relevant for the purpose for which it was collected or authorized by the individual. To the extent necessary for those purposes, The Company shall take all reasonable steps to ensure that Personal Information is accurate, complete, current and reliable for its intended use.

Accessing, Opting Out or Updating Your Personal Data

If at any time you wish to access, update or delete the information Parcels holds about you, please contact us at the information provided later in this document (Contact Information). Parcels will accommodate all such requests, processing such requests as quickly as possible and at no cost to you.

Limitations of Use

As prescribed above, Parcels uses your personal information for the purposes of employment or commercial engagements only. Parcels does not disclose personal information collected for commercial activities to any external third parties. If you have any request to limit such uses, you should contact us on the information provided below. Parcels will ensure all such requests are facilitated and processed as quickly as possible, again, at no cost you.

Onward Transfers

Parcels is responsible for the processing of any personal data it receives or holds about you, and any subsequent transfers to a third party acting as an agent on its behalf. We comply with the Privacy Shield Principles for all onward transfers of personal data, including the onward transfer liability provisions.

Security

The Company shall take reasonable and appropriate steps to protect the Information from loss, misuse, unauthorized access, disclosure, alteration and destruction. The Company has put in place appropriate physical, electronic and managerial procedures to safeguard and secure the Information from loss, misuse, unauthorized access or disclosure, alteration or destruction. While all efforts are made, the Company cannot guarantee the security of Information on or transmitted via the Internet.

Enforcement

The Company uses a self-assessment approach to assure compliance with this privacy policy and periodically verifies that the policy is accurate, comprehensive for the information intended to be covered, prominently displayed, completely implemented and accessible, and in conformity with the Principles. We encourage interested persons to raise any concerns using the contact information provided below and, we will investigate and attempt to resolve any complaints and disputes regarding use and disclosure of Personal Information in accordance with the Principles.

Parcels has further committed to cooperate with EU data protection authorities (DPAs) with regard to unresolved Privacy Shield complaints. If you do not receive timely acknowledgement of your complaint from us (45 days), or if we have not addressed your complaint to your satisfaction, please contact JAMS <https://www.jamsadr.com/eu-us-privacy-shield> for more information or to file a complaint. The services of JAMS are provided at no cost to you.

Under certain circumstances, described fully on the Privacy Shield website, you may invoke binding arbitration when other dispute resolution procedures have been exhausted.

Amendments

This privacy policy may be amended from time to time consistent with the requirements of the relevant Data Protection Authority and EU-U.S. Privacy Shield Framework. We will post any revised policy on this website. The Company is committed to following the Privacy Principles for all Personal Information within the scope of the Privacy Shield Framework.

Contact Information

Questions, comments, or complaints regarding the Company's Privacy Shield Policy or data collection and processing practices, should be sent to or contact made via the details provided below:

Parcels, Inc.
Attn: Joseph Hessling
P.O. Box 646
New Castle, DE 19720
Email address: Privacy@parcelsinc.com