Privacy Policy

Policy

The FDA Quality and Regulatory Consultants (FDAQRC) website is fully owned and maintained by FDA Quality and Regulatory Consultants, LLC (“FDAQRC”, “We”, “Us”). FDAQRC is committed to protecting and respecting your privacy. This Privacy Policy describes how FDAQRC collects, stores and uses information which is collected or provided to us, whether through our website (www.fdaqrc.com) or by other methods.

FDAQRC protects any information that could be considered Individually Identifiable Health Information (any information that is a subset of health information, including demographic information collected from an individual that relates to the past, present or future physical or mental health condition of an individual and that identifies the individual; or with respect to which there is a reasonable basis to believe the information can be used to identify the individual) in accordance with applicable regulations.

FDAQRC’s President acts as out Privacy Officer. The Privacy Officer is responsible for assisting FDAQRC personnel and subcontractors in ensuring that privacy policies and procedures are implemented and followed.

What and who does this Privacy Policy apply to?

This Privacy Policy applies to both individuals and companies who conduct business with FDAQRC or might be interested in the services provided by FDAQRC.

What data do we collect and how do we process it?

1. We may collect and process data about your use of our website ("usage data"). The usage data may include your internet protocol IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths, as well as information about the timing, frequency and pattern of your service use. The source of the usage data is Google Analytics. This usage data may be processed for the purposes of analyzing the use of the website and services. The legal basis for this processing is monitoring and improving our website and services.
2. We may collect and process your personal data ("account data"). The account data may contain standard, non-sensitive information including your name, e-mail address, employer, job title, company address, industry and phone number. The source of the account data is you or your employer and the account data may be collected when you submit an inquiry form on our website, subscribe to a newsletter or correspond with us by phone or e-mail.

The account data may be processed for the purposes of providing our services, ensuring the security of our website and services, maintaining back-ups of our databases and communicating with you. The legal basis for this processing is your consent or the performance of a contract between you and us or taking steps, at your request, to enter into such a contract.

3. FDAQRC does not collect or receive any Individually Identifiable Health information and is not considered a Covered Entity or Business Associate of such an Entity by regulatory definition. Should we come into possession of such information we shall ensure that it is de-identified (health information that is not considered individually identifiable because particular identifiers specified in the regulations are removed from the health information). Further, we will treat Potentially Sensitive Personal Information (PSPI) of a personal nature (e.g., Financial Records, Bank Records, etc.) in a manner consistent with its sensitivity.

Use of cookies and tracking technology

1. The FDAQRC website uses Google Analytics and HubSpot to collect usage data. This usage data may contain information about the website that you came from, the pages of our website which you visit, IP addresses, the type of browser you use and the times you access this website. This is statistical data about our users' browsing actions and does not identify any individual.

2. No collected usage data is linked to any Personally Identifiable Information. Our marketing system uses this data to provide you with a smooth, efficient and personalized experience while using our services.

When Google Analytics and HubSpot collect usage data, they are data processors. Both companies have data processing policies compliant with General Data Protection Regulation (GDPR).
Data disclosure and storage

1. FDAQRC does not sell, rent or lease collected data to any third parties. As your data controller, we are responsible for your information and keep your data stored on secure cloud providers, including Microsoft 365, Mailchimp, Code Two and HubSpot, in accordance with applicable data protection laws.

2. FDAQRC may retain account data until such time that it is requested to be removed, in accordance with applicable international regulations and FDAQRC policies.

3. FDAQRC will only share your data for the purpose of conducting business and only when it is explicitly necessary to share your information to fulfill our obligations to you.

Your rights over your personal data we hold

1. You can reasonably request access to the personal data we hold on you, at any time, and we will provide that information free of charge within 28 days of your request at the latest. To make a request, contact us at info@fdaqrc.com or telephone: +1 (866) 400-8996.

2. You can request inaccurate or incomplete personal data held on you to be rectified or completed or for your personal data to be suppressed or erased, and we will respond within 28 days of your request at the latest. To make a request, contact us at info@fdaqrc.com or telephone: +1 (866) 400-8996.

3. You have a right to be forgotten. You can ask us to erase your personal data at any time by contacting us at info@fdaqrc.com or telephone: +1 (866) 400-8996.
Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Description of Changes</th>
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<tbody>
<tr>
<td>v1.0</td>
<td>Initial version</td>
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Signature: [Michelle Holbrook Thompson]

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