



## CIVIL ENGINEERS & SURVEYORS

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**East Office:** Bethlehem. **West Office:** Wescosville. **North Office:** Kresaeville

### E-Privacy Policy

Keystone Consulting Engineers, Inc. (KCE) is committed to protecting your privacy. The following outlines the data collection practices of KCE via [www.KeystoneConsultingEngineers.com](http://www.KeystoneConsultingEngineers.com).

#### **POLICY**

Collection, use and control of personal information related to Keystone Consulting Engineers, Inc. (aka: KCE) electronic resources (via [www.KeystoneConsultingEngineers.com](http://www.KeystoneConsultingEngineers.com)) is handled in accordance with the guidelines outlined below.

#### **GUIDELINES - Collection of Personal Information**

##### 1. Statistical Information:

This information is used by KCE for the operation of its services and to maintain quality of services. Personally Identifiable Information: KCE may collect personally identifiable information, such as e-mail addresses, names, home or work addresses or telephone numbers, company name, reason for inquiry, and communication preferences, etc. Information collected at the KCE web site may be shared within the KCE organization for business purposes only. Furthermore, our web server may collect certain information about your visit, such as the name of the Internet service provider and the Internet Protocol (IP) address; the date and time you visited our website; the pages you visited, and the Internet address of the website from which you linked to our website. This information is used for the operation, improvement, and analysis of our website.

##### 2. Use of Personal Information:

The KCE web site collects and uses client and prospective client information offered to us to significantly improve the communication from/to KCE, in addition to delivering the services/response requested. KCE does not sell, rent, lease, or otherwise provide its database lists to third parties. Please note that user information may be subject to disclosure under Pennsylvania's Public Records Law except to the extent it contains user information and is privileged or confidential.

##### 3. Control of Personal Information:

At any time while accessing the KCE website, users may decline participation in any activity that requests information (such as surveys or emails.) Also, we ask you to keep in mind that certain KCE communication (surveys, introduction of events, etc.) will primarily use e-mail communication to stimulate participation.

#### **Use of Cookies**

A "cookie" is information that a web site puts on a computer's hard drive so that it can remember something about the user later. Most commonly, a cookie records an individual's preferences in using a certain web site. There are some important differences between cookies based on expiration and domain. A web server can issue two types of cookies based on time called session cookies and persistent cookies. Cookies that expire once you log off or close the browser are called session cookies.

#### **Persistent Cookies**

KCE does not use any persistent cookies to collect permanent information. Non-Persistent Cookies: KCE may use non-persistent cookies in applications that keep track of a user's session. Non-persistent cookies are only necessary to maintain session information. Non-persistent cookies are temporary and are invalidated once a user's session is completed.

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**Visit us at: [www.KeystoneConsultingEngineers.com](http://www.KeystoneConsultingEngineers.com)**