

## Privacy Policy

<b>Authorized By:</b>	<b>Bryan Chapman</b>	<b>Date Authorized:</b>	<b>3/16/2011</b>
<b>Effective Date:</b>	<b>4/1/2011</b>	<b>Last Amendment Date</b>	<b>10/24/2016</b>
<b>Version Number:</b>	<b>2</b>	<b>Document Number:</b>	<b>PR-PA-CD-4010</b>

<b>Implementation &amp; Review:</b>	
<b>Superseded Document:</b>	
<b>Related Documents:</b>	<b>Information Security Policy and Procedure</b>

Any questions or concerns with this Policy and Procedure document should be referred to the first-line supervisor. If questions are not resolved, follow the organizational chart.

### 1.0 Purpose

The AboveTraining Inc. Privacy Policy is intended to help end-users, customers, and other potential interested partners understand the stance of its company on personal privacy.

### 2.0 Policy

AboveTraining Inc. does not rent, sell or share personal information (name, address, email or any other information) about you with other people or nonaffiliated companies except to provide requested products or services.

Any information gathered online or over the telephone will be used solely to contact you regarding related AboveTraining Inc. products and services.

AboveTraining Inc. limits access to personal information about you to employees who reasonably need to come into contact with that information to provide products or services to you or in order to do their jobs.

AboveTraining Inc. has physical, electronic and procedural safeguards to protect personal information about you.

If you have any further questions regarding our privacy policy or practices contact our customer service department.

### 3.0 Revision History

10/24/2016—Removed the phrase “that comply with federal regulations” from the Privacy Policy.