

## **Privacy Policy**

*LEM Business Solutions, LLC* (“LEM”, “we”, or “us”) is a bookkeeping/accounting company committed to treating all data information with integrity and excellence. This Privacy Policy explains how we collect, store, use and protect your personal information during any visit or transaction at [www.lembusiness.com](http://www.lembusiness.com) (“the Site”) or any other web properties developed and managed by *LEM Business Solutions, LLC*. By using the LEM website, you are agreeing to the terms and conditions of this Privacy Policy. We reserve the right at any time and without notice to change this Privacy Policy by posting an update on our website. Any change is effective upon posting. By continuing to use the *LEM Business Solutions, LLC* website after any changes are posted, you automatically agree to the revised Privacy Policy.

### **Information Collection & Use**

*LEM Business Solutions, LLC* collects information in a variety of ways. See the following for an explanation:

- **Anonymous:** Our server collects the IP address (the general location where the user is logged in) of every visitor to our website to diagnose issues, analyze trends, and gather broad demographics in order to improve the site and deliver relevant and customized content. The IP addresses are not linked directly to any personally identifiable information.
- **Contact Forms:** When you contact us through any and all of the contact forms on our websites. We will use this personal information (i.e. email address, name, phone number, mailing address etc.) only for the purpose of what is stated or implied at your consent.

### **Use of Cookies & Similar Technologies**

Cookies are small data files that the LEM website transfers to any electronic device browsing our website. The Site also uses other “cookie” technologies such as pixel technology (i.e. Facebook pixel) and other software like Google Analytics, Google AdWords and Facebook Ads. These all assist with general analytics of how visitors browse and use the website so your experience can be tailored to your interests. Cookies also helps LEM improve the services on the website, apps and social media platforms. Your web browser is probably set to automatically accept cookies; as today it’s considered industry standard. Certain web browsers offer a “do not track” feature that lets you tell websites not to track you but these functions are not uniform across the industry so the LEM website will ignore “do not track” signals it picks up from web browsers. However, you are able to disable cookies within the browser just be aware that as a result certain areas of the LEM website may not function properly. In addition, rejecting the cookies does not mean all information tracking ceases.

To opt out of Google Analytics- [click here](#). To opt out of Google Ads- [click here](#). To opt out of Facebook Ads- [click here](#).

### **Personal Information Sharing & Disclosure**

We will never share, rent, sell, lease, or otherwise provide personal information with other organizations or companies for the marketing of their own products or services.

However, we may share your personal information in order to comply with applicable laws and regulations, to respond to a subpoena, a search warrant or other lawful requests for information we receive, or to otherwise protect our rights.

### **Minor Policy**

We do not knowingly collect children's personal information. Any user under the age of 18 must ask a parent or guardian's permission to use this website and request information from LEM.

### **Data Security & Retention**

LEM takes all reasonable steps to protect the security and confidentiality of your personal information. We store electronic and physical files that are secure including restricted access to records and password protocols.

All personal information submitted through the *LEM Business Solutions, LLC* website is transmitted by using the SSL (Secure Socket Layer) encryption. SSL is a qualified coding system that triggers your web browser to automatically encrypt and scramble the data before you send it to us. Your personal information is also off-limits to everyone except certain qualified persons of *LEM Business Solutions, LLC*.

We retain your personal information throughout your relationship with LEM. If or when you terminate your relationship with LEM, we will usually continue to store archived copies of your personal information for legitimate business reasons to comply with the law. Regardless, LEM will continue to store anonymous and anonymized information including website visits without personal markers to improve our overall services.

### **Third-Party Links**

The LEM website may contain links to other third-party websites. Please note that when you click on one of them, you enter a website not controlled or managed by *LEM Business Solutions, LLC*. LEM is not responsible for personal information those third-party websites may collect, store or use. We encourage you to read the privacy statements on all other websites as they may differ from ours.

### **Privacy Policy Changes**

We may update this Privacy Policy as needed in order to reflect changes in our practices or for other operational, legal or regulatory reasons.

### **Contacting LEM**

If you have questions, comments or concerns about this Privacy Policy please contact us by email at [laura@lembusiness.com](mailto:laura@lembusiness.com) or write to us at the address listed below:

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Chesterfield, MO 63017

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