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### CC 2.2.1 Privacy Notice

Data security is extremely important to Mele Printing. Because various types of information technology is used to process customer data, reasonable procedures are established and maintained to provide a high level of data integrity and security. From secure data transfers to firewall protected network to confidentiality agreements signed by all Mele personnel, customer data security is taken very seriously. It is very important that our customers have full confidence in Mele when sending their confidential information.

What kind of information is collected? Mele Printing collects information for estimate requests, placing orders with project information, and uploading project files. How is the information collected? This information is collected through HTTPS online forms, FTP and SFTP transfers, email, and physical media.

How does a company use the data collected? Mele Printing collects data for internal purposes and production operations. How is collected information protected? Mele Printing protects information collected using data encryption, data retention policies, secure networks and servers, and is presently conforming to the SOC certification principles.

Mele Printing is contracted with independent auditors to comply with Service Organizational Control (SOC) Trust Services Principles established by the American Institute of Certified Accounting Professionals (AICPA) including security, processing integrity, and confidentiality commitments. This compliance process audits our system for unauthorized access, complete processes, accuracy, timeliness, and information is protected as committed or agreed.

Does the company share the collected information with others, and if so, what is shared and with whom? Collected information is shared only at the request of and through a method approved by the Mele Printing client. See separate data sharing agreement (CC\_2.2.1\_1).

Do customers of the company have control over their personal data, and if so, what kind of control do they have? Customers do not have control over their data once submitted to the secure site.

Mele is committed to taking the steps necessary to protect customer data. We continuously monitor and review these policies and procedures to ensure data security. Any security-related issues are traced to their origination points and appropriate action is taken and/or adjustments are made. All adjustments and upgrades are fully tested prior to implementation to ensure proper operation.

Mele Printing requires all areas of the organization to comply with security policies and procedures. If you have any questions or need to report operational failures, incidents, problems, concerns, or complaints, please contact us by using the “Contact Us” button on our web page [www.meleprinting.com](http://www.meleprinting.com) or call us @ 985-893-9522.

Revision Date:	Common Criteria - Communications	Summary of Changes:
3/15/2017	CC2.2 Security, Processing Integrity, Confidentiality	Formatting
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