



## **Privacy Policy**

B3PE provides engineering and software services to the natural gas industry. We specialize in providing engineering tools and services. Since our inception, we have been dedicated to providing our customers with affordable engineering and software solutions.

B3PE considers the privacy of its customers and contractors to be of fundamental importance, and has established a Privacy Policy (the “Policy”) to maintain the confidentiality of the information you share with us.

### **Information We Collect**

We do not sell your information. However, we may collect and retain certain nonpublic personal information about you, including:

- Information we receive from you such as your name, company, address, work number, fax number, mobile number, email address, and software user information. This information may be collected through email, in-person, or telephone contact;
- Information from third party services (for example, information provided by an industry association or conference);
- Information from company, government, or professional association websites (for example, personal contact information listed on public websites);
- Information provided by you online and data gathered from your activity associated with the usage of our software;
- Credit card information we receive from you including name on card, card number, expiration date, billing zip code, and security code;
- Correspondence, facility and operating data that you may provide as part of a help request, or as required to complete a “project” we are working on for you.



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### **Information We May Disclose**

We occasionally disclose personal information about you to nonaffiliates as permitted by law. This may include disclosing name, work or mobile number, or email address to an industry member/affiliate who has asked for contact information for business purposes. Or, to our agents or representatives to allow them to better serve you.

We only disclose credit card information to our third-party processor. (Click [here](#) to view their Privacy Policy.) This information is used solely to process the payment.

With your permission, we may use facility or operating data for training, demonstration, or testing of our software and services.

### **Retention**

Credit card information is only retained to the extent required to process the associated payment. The information is then destroyed upon completion of payment.

Unless otherwise requested or instructed by you to be destroyed, correspondence, facility and operating data provided as part of a project performed for you, is retained with our project files and archives for an unspecified time.

Unless otherwise requested or instructed by you to be destroyed, correspondence, facility and operating data provided as part of a help request may be retained in our email system for an unspecified time.

Correspondence, facility and operating data may be retained in electronic and/or physical form.



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### **B3PE Conduct**

We restrict access to your nonpublic personal information to authorized persons. Our employees are trained and instructed on the proper handling of your information and data. We maintain physical, electronic, and procedural safeguards that comply with federal standards to guard your nonpublic personal information. These measures reflect our commitment to maintaining the privacy of your personal information. We appreciate the confidence you have shown by entrusting us with your information/business.

While we strive to protect all information we receive through our email system, we cannot guarantee the security of any information you transmit to us via email, and you do so at your own risk.

By requesting help or information about our products and/or services, you consent to our contacting you by telephone, email, or post to discuss your request.

We occasionally provide information about our products, services, opportunities, and related news via an electronic or physical correspondence (Newsletter). At any point you may “unsubscribe” from this type of correspondence.

To comply with federal regulations, unless otherwise authorized by you, information we receive from you will only be used to communicate further with you. We may use the information collected to customize Newsletter correspondences. We may supplement the information we collect with nonpersonal information from other sources in order to provide personalized Newsletter correspondence.

For questions concerning this Policy, please feel free to contact us.