

Personal Information	Who is personal information collected from?	Why does Infotech collect this information?	Why does Signet use this?	How long is this information kept?
Business Name	User	Contacting User (Email, Call, Support) <i>*Displayed in Appia, Bid Express, Doc Express, Signet</i>	Used as a way to identify which business or organization a user is part of – most specifically when assigning access within Signet. When a contract is created, access is assigned at the business or user level. Anyone with access to the contract is able to see the name of other businesses who have been granted access to the contract. Business name is also displayed within document audit trails within Signet, allowing users to associate the organization a user is associated with.	Account Deletion
User Name	User	Contacting User (Email, Call, Support) <i>*Displayed in Appia, Signet</i>	Used as a way to identify a user – most specifically when assigning access within Signet. When a contract is created, access is assigned at the business and user level. Anyone with access to the contract is able to see the name of other businesses or users who have been granted access to the contract.	Account Deletion
Home or other physical address	Not Collected	Not Collected	The Signet service doesn't gather and use this information for any purpose. Signet leverages the address in Infotech Express for tax purposes during payment for service.	Account Deletion
Email address	User	Contacting User (Email, Call, Support) <i>*Displayed in Appia, Signet</i>	The Signet service uses this to support payment notifications and reminders.	Account Deletion
Telephone number	Not Collected	Not Collected	The Signet service doesn't gather and use this information for any purpose.	N/A
Social security number	Not Collected	Not Collected	The Signet service doesn't gather and use this information for any purpose.	N/A
Passport number	Not Collected	Not Collected	The Signet service doesn't gather and use this information for any purpose.	N/A

\*Depending on the services the user/agency/business use, different information may be displayed

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Driver's license number	Not Collected	Not Collected	The Signet service doesn't gather and use this information for any purpose.	N/A
Bank account number	Not Collected	Not Collected	The Signet service doesn't gather and use this information for any purpose.	N/A
Credit or debit card number	Not Collected	Not Collected	The Signet service doesn't gather and use this information for any purpose. Signet leverages Infotech Express to provide one-time payment per contract to the service.	N/A
Personal and Physical Characteristics  Includes Photographic Image, Fingerprints, Handwriting, Signatures, Other Biometric Data	Not Collected	Not Collected	The Signet service doesn't gather and use this information for any purpose.	N/A
Financial Information  Includes Banking Information, Credit Card Information, Financial Statements, etc.	Not Collected	Not Collected	The Signet service doesn't gather and use this information for any purpose.	Account Deletion
Commercial Information  Includes Information that the Individual Uses to Make Money and the Individual Would Consider Sensitive	Not Collected	N/A	The Signet service doesn't gather and use this information for any purpose.	N/A