

Privacy *Policy*

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— VERSION 1.0

Your privacy matters to us. This Privacy Policy explains how Tomiliz Technology Solutions LLC ("we," "us," or "our") collects, uses, stores, and protects information obtained through our website at tomilizsolutions.com and through our professional service engagements. By using our website or engaging our services, you agree to the practices described in this Policy.

SECTION 01

Overview

Tomiliz Technology Solutions is a technology and government contracting firm serving public-sector institutions and small-to-medium enterprises. In the course of our operations, we may collect limited personal and organizational information to deliver our services, respond to inquiries, fulfill contractual obligations, and maintain compliance with applicable regulations.

We are committed to handling all information with integrity, discretion, and in full compliance with applicable federal and state privacy laws – including but not limited to the Privacy Act of 1974 (for government-related data), the California Consumer Privacy Act (CCPA) where applicable, and general data protection best practices.

SECTION 02

Information We Collect

We collect two broad categories of information:

A. Information You Provide Directly

TYPE OF INFORMATION	EXAMPLES
Contact Information	Name, email address, phone number, job title, organization name
Inquiry Details	Content of messages submitted via our contact form or email
Business Information	Company size, industry, procurement needs, project scope
Contract & Engagement Data	Details necessary to execute and manage service agreements
Financial Information	Billing and payment details (processed securely via third-party providers)

B. Information Collected Automatically

TYPE OF INFORMATION	EXAMPLES
Usage Data	Pages visited, time spent, links clicked, referring URLs
Device & Technical Data	IP address, browser type, operating system, screen resolution
Cookies & Trackers	Session cookies, analytics identifiers (see Section 08)

We do not knowingly collect sensitive personal information such as Social Security numbers, government-issued identification numbers, or health data through this website.

SECTION 03

How We Collect Information

We collect information through the following means:

- **Contact Forms:** When you submit an inquiry or request through our website's contact page.
- **Email Correspondence:** When you contact us directly at admin@tomilzolutions.com or other company addresses.
- **Service Engagements:** Information shared in the course of scoping, contracting, and delivering professional services.
- **Automatic Collection:** Through cookies, web server logs, and analytics tools when you visit our website.
- **Third-Party Sources:** We may receive limited professional information from publicly available databases, government

procurement portals (e.g., SAM.gov), or business directories in connection with contract opportunities.

SECTION 04

How We Use Your Information

We use the information we collect for the following purposes:

- **Respond to Inquiries:** To reply to messages, questions, and service requests submitted through the website or by email.
- **Deliver Services:** To perform government contracting, technology solutions, advisory, and project delivery services as agreed with clients.
- **Contract Administration:** To manage, execute, and report on active service agreements and government contracts.
- **Business Development:** To assess potential opportunities and develop proposals or statements of work.
- **Regulatory Compliance:** To meet obligations under applicable federal, state, and local laws, including government contracting regulations.
- **Website Improvement:** To analyze traffic patterns, diagnose technical issues, and improve the user experience on our site.
- **Communications:** To send relevant updates, notifications, or information about our services — you may opt out of non-essential communications at any time.

- **Security:** To detect, investigate, and prevent fraudulent transactions, abuse, or other illegal activities.

OUR COMMITMENT

We do not sell, rent, or trade your personal information to third parties for marketing or advertising purposes. Ever.

SECTION 05

Legal Basis for Processing

Where applicable privacy laws require a stated legal basis for processing personal data, we rely on the following:

- **Contractual Necessity:** Processing required to enter into or perform a contract with you or your organization.
- **Legitimate Interests:** Processing necessary for our legitimate business interests, such as improving our website and services, conducting business development, and maintaining security — where such interests are not overridden by your rights.
- **Legal Obligation:** Processing required to comply with applicable laws and regulations, including federal acquisition regulations and government reporting requirements.
- **Consent:** Where you have provided explicit consent (e.g., for non-essential email communications), which you may withdraw at any time.

Information Sharing & Disclosure

We do not sell your personal information. We may share information only in the following limited circumstances:

Service Providers

We may engage trusted third-party vendors (e.g., hosting providers, email platforms, payment processors) who process information on our behalf under strict confidentiality obligations and only to the extent necessary to deliver their services.

Government Clients & Contracting Officers

In the context of government contracts, certain information may be disclosed to authorized government representatives, contracting officers, or oversight bodies as required by law or contract terms.

Legal Requirements

We may disclose information when required to do so by law, regulation, legal process, or enforceable governmental request — including in response to a court order, subpoena, or government audit.

Business Transfers

In the event of a merger, acquisition, reorganization, or sale of assets,

your information may be transferred as part of that transaction. We will notify you via email or a prominent website notice before your information becomes subject to a different privacy policy.

Protection of Rights

We may disclose information where we believe it is necessary to investigate, prevent, or take action regarding potential violations of our Terms, fraud, situations involving threats to safety, or as evidence in litigation.

SECTION 07

Government & Contract Data Handling

As a government contractor, Tomiliz Technology Solutions is subject to additional data handling requirements beyond standard commercial privacy practices.

Controlled Unclassified Information (CUI)

Any Controlled Unclassified Information received in connection with a government contract is handled in strict accordance with 32 CFR Part 2002, applicable agency CUI policies, and the National Archives and Records Administration (NARA) CUI Registry requirements.

Federal Information Security

Where our services involve federal information systems, we comply with the Federal Information Security Modernization Act (FISMA),

NIST Special Publication 800-53 security controls, and any applicable agency-specific security requirements.

Privacy Act Compliance

To the extent we handle systems of records on behalf of federal agencies, we comply with the Privacy Act of 1974 (5 U.S.C. § 552a) and all applicable agency Privacy Act system of records notices (SORNs).

GOVERNMENT DATA PRIMACY

For data processed under a government contract, the terms of the applicable contract, federal law, and agency directives govern data handling and take precedence over the general provisions of this Privacy Policy.

SECTION 08

Cookies & Tracking Technologies

Our website may use cookies and similar tracking technologies to enhance your browsing experience and collect usage data.

Types of Cookies We May Use

- **Essential Cookies:** Necessary for the website to function properly. These cannot be disabled.
- **Analytics Cookies:** Help us understand how visitors interact with the website (e.g., pages visited, session duration). We use this data

in aggregate, anonymized form.

- **Preference Cookies:** Remember your settings and preferences to improve your experience on return visits.

Managing Cookies

Most web browsers allow you to control cookies through their settings. You may set your browser to refuse all cookies or to alert you when a cookie is being sent. Please note that disabling certain cookies may affect the functionality of our website.

We do not use cookies for targeted advertising or cross-site behavioral tracking.

SECTION 09

Data Retention

We retain personal information only for as long as necessary to fulfill the purposes for which it was collected, including satisfying any legal, regulatory, contractual, or reporting requirements.

- **Website Inquiry Data:** Retained for up to 2 years from the date of last contact, unless a business relationship develops.
- **Client & Contract Data:** Retained for the duration of the engagement plus a minimum of 7 years, in accordance with federal records retention requirements (FAR 4.703) and applicable accounting standards.
- **Government Contract Records:** Retained in accordance with the

National Archives and Records Administration (NARA) General Records Schedules and any agency-specific retention requirements.

- **Analytics Data:** Retained in anonymized or aggregated form for up to 26 months.

When information is no longer needed and retention periods have expired, we securely destroy or anonymize it using appropriate methods.

SECTION 10

Data Security

We implement commercially reasonable and — where required — federally mandated technical, administrative, and physical safeguards to protect your information against unauthorized access, disclosure, alteration, or destruction. These measures include:

- Encrypted transmission of data via TLS/HTTPS protocols;
- Access controls and role-based permissions limiting data access to authorized personnel;
- Regular security assessments and vulnerability monitoring;
- Secure data storage practices aligned with NIST cybersecurity frameworks;
- Employee training on data handling and privacy obligations.

NO ABSOLUTE GUARANTEE

No method of electronic transmission or storage is completely secure. While we strive to use industry-accepted means to protect your information, we cannot guarantee absolute security. In the event of a data breach affecting your information, we will notify you in accordance with applicable law.

SECTION 11

Your Privacy Rights

Depending on your location and applicable law, you may have the following rights with respect to your personal information:

- **Right to Access:** Request a copy of the personal information we hold about you.
- **Right to Correction:** Request correction of inaccurate or incomplete information.
- **Right to Deletion:** Request deletion of your personal information, subject to our legal and contractual retention obligations.
- **Right to Restrict Processing:** Request that we limit how we use your information in certain circumstances.
- **Right to Data Portability:** Receive a copy of your data in a structured, machine-readable format where technically feasible.
- **Right to Object:** Object to processing based on legitimate interests or for direct marketing purposes.

- **Right to Withdraw Consent:** Where processing is based on consent, withdraw it at any time without affecting prior lawful processing.

To exercise any of these rights, please contact us at admin@tomilizsolutions.com. We will respond within 30 days. We may need to verify your identity before processing your request.

Please note that certain rights may be limited where the data was collected or processed under a government contract, in which case requests should be directed to the relevant government agency.

California Residents (CCPA)

California residents have additional rights under the California Consumer Privacy Act (CCPA), including the right to know what personal information is collected, the right to opt out of any sale of personal information (we do not sell personal information), and the right to non-discrimination for exercising your privacy rights. To make a verifiable consumer request, contact us at the address below.

SECTION 12

Children's Privacy

Our website and services are directed exclusively at business and government professionals. We do not knowingly collect personal information from individuals under the age of 18. If we become aware that we have inadvertently collected personal information from a minor, we will take prompt steps to delete such information

from our records.

If you believe we have collected information from a minor, please contact us immediately at admin@tomilizsolutions.com.

SECTION 13

Third-Party Services & Links

Our website may contain links to external websites or reference third-party platforms and tools. This Privacy Policy does not apply to those third-party sites, and we are not responsible for their privacy practices.

We encourage you to review the privacy policies of any third-party services you use in connection with our website or services. Our inclusion of a link does not constitute an endorsement of that party's privacy practices.

Where we use third-party service providers (e.g., analytics tools, hosting services, payment processors), we ensure they are contractually obligated to handle data securely and only as directed by us.

SECTION 14

Changes to This Privacy Policy

We may update this Privacy Policy periodically to reflect changes in our practices, services, or applicable laws. The "Last Updated" date at the top of this page indicates when the most recent revision was made.

For material changes, we will provide prominent notice — such as a banner on our website or direct email notification to active clients — at least 14 days before the changes take effect. Your continued use of our website or services after the effective date of a revised Policy constitutes acceptance of the updated terms.

We encourage you to review this Policy periodically to stay informed about how we protect your information.

SECTION 15

Contact Us

If you have any questions, concerns, or requests regarding this Privacy Policy or our data practices, please reach out to us:

TOMILIZ TECHNOLOGY SOLUTIONS – PRIVACY INQUIRIES

EMAIL :

admin@tomilizsolutions.com

WEBSITE :

tomilizsolutions.com/contact

We aim to acknowledge all privacy-related inquiries within five (5) business days and resolve them within thirty (30) calendar days. For

complex requests, we may require additional time and will notify you accordingly.

Tomiliz Technology Solutions

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