


Axx Online Properties Privacy Policy

	ADMINISTRATIVE AND OPERATIONAL POLICY MANUAL			
	ONLINE PROPERTIES PRIVACY POLICY			
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	Review Responsibility	Privacy Officers & IT	Approval	Director, Operations and Organizational Systems

Operational Policy

FHC is committed to respecting the privacy of users accessing its website and social media platforms and has prepared this Policy Statement to inform clients and staff of our policy and practices concerning the collection, use, and disclosure of Personal Information when engaging with our website.

This policy is intended to inform users about the following regarding our online platforms:

- The types of anonymous and identifying information collected from casual visitors and general users of the FHC Website and platforms including Facebook, Instagram, and LinkedIn.
- Cookies, log files, and use of other mechanisms to automatically collect user device information.
- Purposes for which user information is collected and how it will be used.
- Sharing of user data with any third parties.
- Requirements and procedures for obtaining consent where required, including express consent for the installation of executable programs on a user's system.
- Handling, retention, and destruction of users' information.

Consent

By using our Site, users agree that they consent to the conditions set out in this Policy.

Operational Procedures

How we use personal information

- When users provide us with information through our 'Contact' option, their information is received by our EA and administrative staff. We may disclose the contents of user message to any member of our agency who has been assigned to answer the inquiry.

Cookies, Log Files, Other Mechanisms to Collect Information

- FHC's website is encrypted with secure certification so any information sent to or received from the site is encrypted.

- Users have control over the cookies settings on the device you are using to access our Site.
- Cookies are intended to make it easier for users to access Sites repeatedly, and users can adjust their settings to avoid cookies or can erase cookies history when they are done.
- FHC does not use automatic log files or any other mechanisms to collect information from users of our website. We do not share any user data with any third parties.

Other Disclosures

- We will not share user information with other third parties, except in the following cases:
 - If the law requires it.
 - If it is required for any legal proceeding in which we are required to submit evidence.
 - To prove or protect our legal rights.
- If users follow hyperlinks from our Site to another Site, from our Quick Links and Client Resources for example, we are not responsible for and have no control over privacy policies and practices of these external sites.
- Our Social media platform includes Facebook, Instagram, Twitter and LinkedIn.
- These providers may collect user IP address, which page a user is visiting on our Platform, and may set a cookie to enable the feature to function properly. User interactions with these providers are governed by the Policy of the company providing it.
- If users have any questions or concerns about FHC's Online Properties Privacy Policy, they may contact FHC's Privacy Office.