



PJG Business-to-Business (B2B) Privacy Notice



At PJG, we are committed to protecting the privacy and confidentiality of personal and business information provided to us. This Business-to-Business (B2B) Privacy Notice explains how we collect, use, disclose, and safeguard the personal and business data that we collect from our partners, customers, vendors, contractors, and other business entities we interact with.

By engaging in business with PJG, you acknowledge and agree to the practices described in this Privacy Notice. This Privacy Notice applies to all B2B interactions involving PJG and its affiliated businesses.

1. Information We Collect

As part of our business relationships, we collect a variety of data, including personal and business information. The types of information we collect may include:

- **Business Contact Information:**
 - Name of the business representative (e.g., primary contact person)
 - Business address, email address, and telephone number
 - Job title and department within the business
 - Other professional details necessary for communication
- **Transaction and Contract Data:**
 - Details about the products or services provided, including contracts, orders, purchase history, and invoices
 - Billing and shipping information related to product orders and service deliveries
 - Payment history, including details of payments made and payment methods used
 - Service agreements and terms of service
 - Licensing or regulatory documents (when applicable)
- **Employee and Contractor Data (If Applicable):**
 - Names, roles, and contact details of employees or contractors associated with your business for specific services
 - Background check information (if required for compliance or security purposes)
- **Payment and Financial Information:**
 - Payment card details (credit/debit card numbers, expiration dates) for processing transactions (when applicable)
 - Bank account details, billing address, and payment terms



Communication Data:

- Correspondence with PJG, including emails, phone calls, meeting notes, and other communication exchanges
- Records of inquiries, complaints, or support requests and the resolution process
- **License and Insurance Verification (for Certain Roles):**
 - Drivers' license numbers for drivers who will be operating company vehicles
 - Proof of insurance or other regulatory documentation for services requiring such verification

2. How We Use Your Information

The information we collect is used for the following purposes:

- **Providing Services:**
 - To fulfill contracts and agreements, deliver products, and provide services that your business has requested.
 - To manage and process transactions (orders, services, payments), including providing customer support, invoicing, and managing any billing disputes.
- **Communication and Marketing:**
 - To communicate essential information regarding your account, services, and updates to our products or offerings.
 - To send business-related communications, such as newsletters, promotional offers, and updates about new services. You may opt-out of these marketing communications at any time.
- **Compliance and Legal Obligations:**
 - To comply with any legal obligations, such as tax laws, financial reporting, audits, or other regulatory requirements.
 - To verify the identity of employees or contractors where required, including background checks and driving records for those handling vehicles or equipment.
- **Operational Purposes:**
 - To monitor, evaluate, and improve the performance and security of our services, including preventing fraud or misuse.
 - To conduct audits or assessments regarding the business relationship between PJG and your company.



3. How We Protect Your Information

We are committed to ensuring the security of your data. PJG implements robust security measures designed to protect your data against unauthorized access, disclosure, alteration, and destruction. These include:

- **Encryption:** We use industry-standard encryption methods for data transmitted over the internet or stored on our servers.
- **Access Control:** We restrict access to sensitive business information to authorized personnel only, based on role and necessity.
- **Physical Security:** Our facilities are equipped with physical security measures to prevent unauthorized access to physical records and systems.
- **Regular Audits:** We conduct regular internal and external audits to ensure our security policies and procedures are effectively protecting the data we hold.

4. Sharing Your Information

We may share your business information in the following situations:

- **Service Providers and Third-Party Vendors:** We may share your data with trusted service providers and vendors who assist in the operation of our business (e.g., payment processors, cloud storage providers, IT support). These third parties are required to handle your data in compliance with applicable privacy laws and to maintain the confidentiality of your information.
- **Legal and Regulatory Compliance:** We may disclose your information when required by law, such as in response to a subpoena or legal process, to protect our legal rights, or to comply with applicable laws and regulations.
- **Business Transfers:** In the event of a merger, acquisition, or sale of assets, your business data may be transferred to the new entity, but we will notify you of such a change and continue to safeguard your data as described in this Privacy Notice.



5. Your Data Rights

Under applicable data protection laws, you have certain rights regarding your business and personal information, including:

- **Access:** You may request access to the data we hold about your business. We will provide a copy of the data upon request, subject to any legal restrictions.
- **Correction:** You can request that we correct any inaccurate or incomplete data we hold about your business.
- **Deletion:** You may request the deletion of your business data, subject to applicable legal requirements or contractual obligations. For instance, we may need to retain certain data for accounting or compliance purposes.
- **Data Portability:** You may request that we provide a copy of your data in a structured, commonly used format if you wish to transfer it to another service provider.
- **Objection to Processing:** You may object to the processing of your business data in certain circumstances, including for direct marketing purposes.

To exercise any of these rights, please contact us at the details provided below. We will respond to your requests in accordance with applicable data protection laws.

6. Data Retention

We retain your data for as long as necessary to fulfill the purposes outlined in this Privacy Notice, including for legal, accounting, or reporting purposes. Once your business relationship with PJG ends, we may retain certain data for a period of time to comply with legal obligations or enforce contracts. After this retention period, your data will be securely deleted or anonymized.

7. Updates to This Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in our business practices or legal requirements. We will notify you of any significant changes to this notice by posting the updated version on our website or sending you an email notification. We encourage you to review this notice periodically to stay informed about how we are handling your data.



8. Contact Us

If you have any questions, concerns, or requests regarding this Privacy Notice or how your business data is handled, please contact us using the information