



ANNE ARUNDEL ECONOMIC DEVELOPMENT CORPORATION

Privacy Policy

The Anne Arundel Economic Development Corporation (the “**AAEDC**”) understands that privacy and security are important to the people from whom we solicit information. This Privacy Policy outlines the ways we collect, use and disclose information and specifically describes our practices in connection with information that we collect through websites operated by us or on our behalf, through email messages that we exchange with you, as well as other interactions you may have with us. AAEDC reserves the right to update this Privacy Policy at any time without notice to you, in which case the new Privacy Policy will be applicable to the collection and use of your information by AAEDC.

INFORMATION WE COLLECT

AAEDC collects both personal and non-personal information in the course of its business activities. “**Personal Information**” is any factual or subjective information about an identifiable individual. Personal Information can directly or indirectly identify you as an individual. The Personal Information which AAEDC collects includes your name, email address, telephone number, postal address, date of birth, gender, race, veteran status, financial information, work history, location and device information. AAEDC collects Personal Information from you through our website, through our interactions with you and through information you have made publicly available.

“**Sensitive Information**” is Personal Information that must be protected from loss because it could cause personal or reputational damage if released, such as biometric information, health care information or banking information. AAEDC does collect a limited amount of Sensitive Information, limited to financial information comprising tax returns, personal financial statements and business plans, in connection with applications for business loans and grant applications.

Contact information, such as your name and email address are requested from you directly when you send us a message through our website. AAEDC collects Personal Information from the device you use to access our website. The information we collect in this manner may include, but is not limited to, your device model, operating system, domain name, internet service provider, connection speed, language settings, location, and time-of-day.

Cookies are data files sent by us and stored directly on your device. AAEDC does not use cookies



AAEDC may also collect Personal Information about you, such as your work history, that you have made publicly available or which you have provided to social media platforms including, but not limited to, Facebook, X and LinkedIn. This information may be gathered from sources such as data brokers or aggregators, third party websites, public databases, and other public online forums. We may combine this information with existing information we have about you.

Finally, we use Google Analytics on our website to collect and analyze the information discussed above, and to engage in auditing, research or reporting. The information collected will be disclosed to evaluate your use of the website, including by analyzing usage trends, assisting with fraud prevention, and providing certain features to you. To prevent Google Analytics from using your information for analytics, you may install the Google Analytics Opt-out Browser Add-on by clicking [here](#).

Your Personal Information will be stored and processed by AAEDC in the United States, which may have data protection rules that are different from those of the country in which you reside. Our Sub-Processors, as defined and listed below, generally store your Personal Information in the United States, though some reserve the right to store your Personal Information in foreign jurisdictions under the terms of their privacy policies.

USE OF INFORMATION WE COLLECT

AAEDC uses your Personal Information in order to conduct its legitimate business activities which include, but are not limited to, providing you with access to and use of our services, processing loan and grant applications, fulfilling information and other requests, marketing, promotion, internal research and reporting, providing and improving our products and services and enforcing our Terms and Conditions.

AAEDC uses the Personal Information you provide us to send you messages regarding our products and services, and our partners' products and services, including, but not limited to, physical and virtual newsletters and brochures. AAEDC will also use your Personal Information to provide you with information and/or offers tailored to your interests, or to communicate with you directly. AAEDC also uses your Personal Information to manage its contractual relationship with you, if such exists, by responding to your inquiries, providing technical support, processing payments through third-party payment processors and providing other support activities.

AAEDC may use your Personal Information to improve its products and services or improve the operation of its websites. For example, AAEDC will determine which types of products, services or website content get the most engagement from our customers. AAEDC will also use your Personal Information to better understand you, so that we can personalize our business transactions.



Finally, AAEDC may use your Personal Information for any other purpose described to you at the time AAEDC collects the information from you.

DISCLOSURE OF PERSONAL INFORMATION

AAEDC does not sell, rent or lease any Personal Information to third parties. We may, however, disclose Personal Information to our vendors and service providers in order to conduct our legitimate business activities. AAEDC may also need to disclose your Personal Information as required by law or to protect its legal rights.

AAEDC shares your Personal Information with its vendors and service providers (“**Sub-Processors**”) in order to conduct its legitimate business activities. These activities may include, but are not limited to, the provision of business support-related services, loan and grant application-related services, data analysis, customer service, email delivery and other services we provide to our customers. Currently, AAEDC’s Sub-Processors include Microsoft Corporation, Constant Contact, Inc., Submittable Holdings, Inc., DownHome Solutions, LLC, and Zoho Corporation Pvt. Ltd. AAEDC will bind its Sub-Processors to contractual terms which are as protective of the Personal Information you provide us as those in this Privacy Policy, but AAEDC is not responsible for any data which you provide to a Sub-Processor directly and we encourage you to review any terms or privacy policy information on any third-party website you visit or which is linked to from our website.

We share your business contact information with our business partners, such as the Chamber of Commerce, upon their request. AAEDC may share your Personal Information with elected officials and governments in your jurisdiction, if you request that we do so or if your business has received state funding. We also share your Personal Information collected from public sources with Anne Arundel County’s OpenData department which is available on the county’s website. We share Personal Information related to your business with other governmental agencies to facilitate interactions between your business and the government, if you have chosen to participate in such interactions.

AAEDC may disclose your Personal Information for any other purpose described to you at the time AAEDC collects the information from you, such as with the media after obtaining your permission.

AAEDC may disclose or transfer your Personal Information pursuant to a re-organization, merger, sale, joint venture, assignment, or other transfer or disposition of all or any portion of our business.

It may become necessary for AAEDC to share your Personal Information for legal reasons. These can include a need to comply with applicable law inside or outside the United States and/or to respond to requests from public and government authorities, including law enforcement authorities. AAEDC may also need to disclose your personal information in order to enforce our Terms and Conditions, participate in a judicial or regulatory proceeding,



or to protect and defend our rights or the rights of others. Finally, AAEDC may need to disclose your Personal Information in order to prevent fraud, support auditing, compliance and corporate governance functions, or to protect the vital interests of a person.

RETENTION OF PERSONAL INFORMATION

Your Personal Information, and any other information we gather, may be held by AAEDC indefinitely or for as long as is necessary so that we may maintain our business relationship with you, to protect ourselves against legal claims, or for record-keeping purposes.

You may request to review, correct, update, suppress, restrict or delete Personal Information that you have previously provided to us. If you would like to request information about how your Personal Information has been collected or disclosed, you may contact us by sending an email to: info@aaedc.org. We will respond to your request consistent with applicable law.

If you request that we delete your Personal Information, AAEDC will make reasonable attempts to delete all instances of your Personal Information in their entirety. To request such deletion, please send an email to: info@aaedc.org.

LEGAL BASIS FOR PROCESSING PERSONAL INFORMATION

AAEDC processes Personal Information under the law at all times. The legal grounds under which AAEDC processes Personal Information include:

- Your consent, which is given when you use our website or our business services
- Our legitimate business activities as described above
- Honoring our contractual commitments
- Compliance with the law

SECURITY

AAEDC has implemented generally accepted security measures to protect against the loss, misuse, disclosure, alteration or destruction of the Personal Information we gather. However, no electronic data transmission can be guaranteed to be completely secure. Though we utilize such measures, we cannot guarantee against the loss, misuse, or alteration of your Personal Information. AAEDC cannot guarantee that unauthorized individuals will not obtain access to your Personal Information, and you provide us your Personal Information at your own risk.

OPT-OUT RIGHTS

Last updated August 2025



Though AAEDC gathers and retains Personal Information as described above, you may opt out from receiving marketing emails from us by either following the opt-out instructions in those emails or by sending an opt-out request via email to: info@aaedc.org. You may also opt out of receiving other types of communications from us, including but not limited to phone calls, texts and mailings by sending an email to: info@aaedc.org.

AAEDC will try to comply with your request(s) as soon as reasonably practicable. Please note that if you opt out of receiving marketing-related communications from us, we may still send messages to you pursuant to an existing business relationship which we may have with you.

CONTROLS FOR DO-NOT-TRACK FEATURES

Most web browsers and some mobile operating systems and our mobile applications include a do-not-track (“**DNT**”) feature or setting you can activate to signal your privacy preference not to have data about your online browsing activities monitored and collected. No uniform technology standard for recognizing and implementing DNT signals has been finalized. As such, we do not currently respond to DNT browser signals or any other mechanism that automatically communicates your choice not to be tracked online. If a standard for online tracking is adopted that we must follow in the future, we will inform you about that practice in a revised version of this Privacy Policy.

GENERAL RIGHTS OF ACCESS, DELETION, CORRECTION AND PORTABILITY

You have the right to make a reasonable request to access, delete or correct your Personal Information that we retain. You also have the right to obtain a copy of your Personal Information which we process in a portable and, to the extent technically feasible, readily usable format that allows you to transmit it to another processor without hindrance. Please submit such request, or any requests under specific state law by sending an email to: info@aaedc.org and we will respond without undue delay and, in any event, within forty-five (45) days. Certain states have adopted data privacy laws which provide you with additional rights, as described below.

INDIVIDUALS LOCATED IN THE EEA, UK AND SWITZERLAND

If you are located in the European Economic Area (“**EEA**”), UK or Switzerland and you are sending us your Personal Information, you acknowledge and understand that it will be stored in the United States. Subject to limitations under local law, you may have additional rights with regard to your Personal Information including, but not limited to, (i) the right to access/change/delete it, (ii) the right to request a restriction on the way it is processed, (iii)



the right to object to it being processed. You may lodge a complaint with the data protection authority in your country or region or where an alleged infringement of applicable data protection law occurs.

If you are located in the EEA or UK and you believe we are unlawfully processing your personal information, you also have the right to complain to your local data protection supervisory authority. You can find their contact details here: https://ec.europa.eu/justice/data-protection/bodies/authorities/index_en.htm.

If you are located in Switzerland, the contact details for the data protection authorities are available here: <https://www.edoeb.admin.ch/edoeb/en/home.html>.

CONTACTING US

AAEDC is located at 2660 Riva Road, Suite 200, Annapolis, 21401. If you have any questions about this Privacy Policy, please contact us at the postal address above at via email at info@aaedc.org.

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