

Personal Information	Who is personal information collected from?	Why does Infotech collect this information?	Why does the Appia service use this?	How long is this information kept?
Business Name	User	*Displayed in Appia, Bid Express, Doc Express - Contacting User (Email, Call, Support)	Used as a way to identify which business or organization a user is part of - most specifically when assigning access within Appia. Business name is also displayed within Appia's Business Center feature, and serves as a way for users to switch between projects of different businesses/organizations within one login.	Account Deletion
User Name	User	* Displayed in Appia, Doc Express - Contacting User (Email, Call, Support)	Used as a way to identify a user, most specifically when assigning access within Appia. User names are also displayed within audit trails across the system, logging status changes for payments, change orders, daily reports, etc.	Account Deletion
Home or other physical address	User	Address and contact information can be added when creating contractor entries within Appia	This data is at the discretion of the owner agency to add. If they choose to utilize it, they have the ability to add contact information for the contractors that are part of their projects - including physical address. That contact information displays on some PDF reports when generated.	Account Deletion
Email address	User	*Displayed in Appia, Bid Express, Doc Express - Displayed when managing/inviting users in Appia	Used as a way to identify a user, most specifically when assigning access within Appia. Any user with access to System Management is able to see the email address for users who have been granted access to Appia.	Account Deletion
Telephone number	User	Address and contact information can be added when creating contractor entries within Appia	This data is at the discretion of the owner agency to add. If they choose to utilize it, they have the ability to add contact information for the contractors that are part of their projects - including phone number. That contact information displays on some PDF reports when generated.	N/A
Social security number	Not collected	N/A	N/A	N/A
Passport number	Not collected	N/A	N/A	N/A
Driver's license number	Not collected	N/A	N/A	N/A
Bank account number	Not collected	N/A	N/A	N/A

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

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Credit or debit card number	Not collected	N/A	N/A	N/A
Personal and Physical Characteristics,  Includes Photographic Image, Fingerprints, Handwriting, Signatures, Other Biometric Data	Not collected	N/A	N/A	N/A
Financial Information  Includes Banking Information, Credit Card Information, Financial Statements, etc.	Not collected	N/A	N/A	N/A
Commercial Information  Includes Information that the Individual Uses to Make Money and the Individual Would Consider Sensitive.	N/A	N/A	N/A	N/A

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