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1. Purpose

This Privacy, Data Processing & Information Security Policy explains how Prep Services FBA collects, uses, stores, protects, and processes information in connection with its warehouse operations, PrepCorex platform, client portal, and related services.

2. Information We Collect

Business Information

• Company Name
• Contact Information
• Billing Information
• Tax Information
• Business Address
• Warehouse Preferences

Operational Information

• Shipment Requests
• Inventory Data
• SKU Information
• Purchase Orders

• Tracking Numbers
• Warehouse Locations
• Order History
• Returns Data
• Inventory Movements

Account Information

• Username
• Email Address
• Password (encrypted)
• User Roles
• Login History
• Client ID

Technical Information

• IP Address
• Browser Type
• Device Information
• Operating System
• Login Timestamp
• Session Information

Billing Information

• Invoice History
• Payment Status
• Transaction Records
• Credits
• Discounts

3. Client Data Ownership

The Client retains ownership of business data submitted to Prep Services FBA. Prep Services FBA retains ownership of PrepCorex software, database structure, warehouse workflows, operational processes, reports generated by the system, audit logs, system analytics, and intellectual property.

4. How We Use Information

• Operate warehouse services
• Process inventory
• Generate invoices
• Communicate with Clients
• Improve PrepCorex
• Monitor system security
• Detect fraud
• Improve operational efficiency
• Comply with legal obligations

Prep Services FBA does not sell Client business information.

5. PrepCorex Activity Logs

PrepCorex may automatically record operational activities including login history, inventory updates, shipment creation, order fulfillment, barcode scans, user actions, document uploads, invoice generation, payment history, and support communications. These logs support transparency, operational accuracy, and security.

6. Cookies & Website Technologies

Our websites and PrepCorex may use cookies and similar technologies to maintain login sessions, remember preferences, improve website performance, analyze usage, and enhance security. Disabling cookies may affect

platform functionality.

7. Information Sharing

Prep Services FBA may share information only when reasonably necessary with shipping carriers, payment processors, cloud hosting providers, technology vendors, professional advisors, and government authorities when required by law. We do not sell Client information to third parties.

8. Information Security

- Encrypted passwords
- Secure user authentication
- Role-based permissions
- Audit logging
- Backup procedures
- Network security controls
- Access controls
- Security monitoring

No internet-based system can be guaranteed to be completely secure.

9. Data Retention

Prep Services FBA may retain shipment history, inventory history, invoices, payment records, audit logs, support communications, and operational reports for operational, legal, tax, compliance, and business continuity purposes.

10. Client Responsibilities

- Maintain password confidentiality
- Protect account credentials
- Keep contact information current
- Promptly report suspected unauthorized access
- Ensure only authorized personnel access PrepCorex

11. Third-Party Integrations

- Amazon
- Walmart
- Shopify
- TikTok Shop
- eBay
- ShipStation
- ShipHero
- Shipping carriers
- Payment providers
- Accounting software

Use of third-party services remains subject to the applicable third-party terms and privacy policies.

12. Artificial Intelligence & Automation

PrepCorex may use automation and artificial intelligence features to assist with inventory management, operational workflows, notifications, reporting, analytics, customer support, and workflow optimization. AI-generated recommendations are intended to assist operations and should not be considered legal, financial, or regulatory advice.

13. Marketing Communications

Prep Services FBA may send service announcements, system updates, security notifications, maintenance notices, product enhancements, and educational content. Clients may opt out of promotional communications while continuing to receive essential operational and account-related notices.

14. Client Rights

• Review certain personal information
• Correct inaccurate information
• Update account information
• Request deletion of personal information where legally permissible
• Request a copy of certain account information

Certain records may be retained where required by law or necessary for legitimate business purposes.

15. International Data

Clients located outside the United States acknowledge that information may be processed and stored in the United States or other jurisdictions where Prep Services FBA or its service providers operate.

16. Policy Updates

Prep Services FBA may update this Schedule D to reflect changes in law, new services, security enhancements, operational improvements, and platform enhancements. Updated versions will be published through PrepCorex or otherwise communicated to Clients.

17. Contact Information

Contact	Details
Company	Prep Services FBA LLC
Location	New Jersey, USA
General Support	support@prepservicesfba.com
Privacy Requests	privacy@prepservicesfba.com or support@prepservicesfba.com until a dedicated address is active
Website	www.prepservicesfba.com
PrepCorex Portal	portal.prepcorex.com

Appendix A - Information Categories

Category	Examples
Business Information	Company Name, Contact Details
Operational Data	Inventory, Orders, Shipments
Financial Data	Invoices, Payments
Technical Data	IP Address, Browser, Device
Portal Activity	Logins, Audit Logs, User Actions
Documents	Resale Certificates, Business Licenses, Shipping Documents

Appendix B - Security Controls

• Role-Based Access Control (RBAC)
• Secure Authentication
• Password Encryption
• Audit Logs
• Backup Procedures

- Activity Monitoring
- Session Management
- Secure Cloud Infrastructure
- Disaster Recovery Procedures
- Employee Access Controls

Appendix C - PrepCorex Data Lifecycle

Stage	Description
Client Registration	Client account and company profile are created.
Data Collection	Required operational, billing, and technical data are collected.
Secure Storage	Data is stored using commercially reasonable safeguards.
Operational Processing	Data is used to process shipments, inventory, orders, and billing.
Warehouse Activity	Receiving, inspection, movement, and fulfillment activity is recorded.
Billing & Reporting	Invoices and operational reports are generated.
Record Retention	Records are retained for operational, legal, tax, and compliance purposes.
Archiving / Lawful Deletion	Data may be archived or deleted where legally permissible.

Document Control

This document is maintained by Prep Services FBA LLC. Updated versions may be published through PrepCorex, client portal announcements, email notice, or other approved written communication channels.