

Personal Information	Who is personal information collected from?	Why does Infotech collect this information?	Why does the Bid Express service use this?	How long is this information kept?
Company Name	Users - Both Subscribers and Agency Users	<p>Customer Support: email, call, account list</p> <p>User Features: SBN quote requests, unsolicited sub-quotes, voluntary plan holder list</p> <p>Agency Features: request bidder eligibility, plan sheet download activity</p> <p>Personalization: present to the account holder</p>	The Bid Express service support team uses this info to contact users. If a user uses one of the listed agency/user features this information is displayed to identify the company they are representing. The service may present this information to the user when they are logged in.	Account Deletion
Name	Users - Both Subscribers and Agency Users	<p>Customer Support: email, call and account list</p> <p>User Features: SBN quote requests, unsolicited quote business list, voluntary plan holder list</p> <p>Agency Features: request bidder eligibility, bid file download activity, plan sheet download activity</p> <p>Personalization: present to the account holder</p>	The Bid Express service support team has access to account information for support purposes. If a user uses one of the listed agency/user features this information is displayed to identify the user and who to reach out to when contacting the company. The service may present this information to the user when they are logged in.	Account Deletion
Mailing Address	Users - Both Subscribers and Agency Users	Customer Support: account list	The support team has access to account information for support purposes.	Account Deletion
Billing Name + Address	Subscriber	<p>Customer Support: account list</p> <p>Payment Processing: PayPal charges, billing receipts</p>	The support team has access to account information for support purposes. The Bid Express service uses this, in partnership with a 3rd party billing application, to bill the user for one time and recurring fees.	Account Deletion
Email Address	Users - Both Subscribers and Agency Users	<p>Customer Support: email, account list</p> <p>User Features: SBN quote requests, unsolicited sub-quotes, voluntary plan holder list</p> <p>Agency Features: request bidder eligibility, bid file download activity, plan sheet download activity</p> <p>Personalization: present to the account holder</p>	The support team has access to account information for support purposes. If a user uses one of the listed agency/user features this information is displayed as a means of contacting the user. The service may present this information to the user when they are logged in.	Account Deletion

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Phone Number	Users - Both Subscribers and Agency Users	Customer Support: call, account list  User Features: SBN quote requests, voluntary plan holder list  Agency Features: request bidder eligibility, bid file download activity, plan sheet download activity	The support team has access to account information for support purposes. If a user uses one of the listed agency/user features this information is displayed as a means of contacting the user.	Account Deletion
Fax Number	Users - Both Subscribers and Agency Users	Customer Support: account list  User Features: voluntary plan holder list	The Bid Express service support team has access to account information for support purposes. If a user uses one of the listed user features this information is displayed as a means of contacting the user.	Account Deletion
Credit or Debit Card Number	Subscriber	PayPal charges, billing receipts	Bidx.com.com only uses this information for users billing.	Account Deletion
Challenge Question + Answer	Users - Both Subscribers and Agency Users	Security (Logging In)	Bidx.com.com only uses this information for account identification and validation.	Account Deletion
IP Address	Users - Both Subscribers and Agency Users	System Logs, Session, Support	Bidx.com.com only uses this information to further support users.	When session times out (Session), 3 weeks (System Log)
Bank Account Number	Not Collected	N/A	N/A	N/A
Social Security Number	Not Collected	N/A	N/A	N/A
Passport Number	See Government ID	N/A	N/A	N/A
Name (Digital ID)	Subscriber	Customer Support: Digital ID approval, contacting user (email, call, support)  Agency Features: detailed bid report	Bidx.com.com uses this information to identify the user and approve or reject his/her Digital ID. This information is displayed in an agency bid report to identify who signed and submitted a bid.	Account Deletion, Digital Deletion
Company Name (Digital ID)	Subscriber	Customer Support: Digital ID approval, contacting User (email, call, support)	Bidx.com.com uses this information to identify the user and approve or reject his/her Digital ID.	Account Deletion, Digital Deletion
Government Issued ID (Digital ID) Passport or Driver License	Subscriber	Digital ID approval	Bidx.com.com uses this information to identify the user and approve or reject his/her Digital ID.	Digital ID approval, not approved or rejected after 90 days, if expired

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Request Bid (Bidder ID)	Subscriber	Agency approval to bid	A user submits a Request to Bid in order to have the ability to submit a bid to an agency.	Account Deletion
Submitted Bids	Subscriber (via AASHTOWare Project Bids™)	Sent to agency	When a user submit a Bid to an agency the bid is encrypted until the agency opens bids.	Based on our document retention policy, bids are kept for a period of 90 days.
User Activity Logs	Auto Generated	Customer Support	Bidx.com.com only uses this information to further support users.	Indefinitely
Personal and Physical Characteristics  Includes Photographic Image, Fingerprints, Handwriting, Signatures, Other Biometric Data	Subscriber	Digital ID approval	Bidx.com.com uses this information to identify the user and approve or reject his/her Digital ID.	Account Deletion
Financial Information  Includes Banking Information, Credit Card Information, Financial Statements, etc.	Subscriber	PayPal charges, billing receipts	Bidx.com.com only uses this information for users' billing.	Account Deletion
Commercial Information  Includes Information that the Individual Uses to Make Money and the Individual Would Consider Sensitive	Subscriber	Bidding	When a users submit a Bid to an agency the bid is encrypted until the agency opens bids.	Account Deletion