

# Privacy Policy

## 1. Introduction

- 1.1 Purpose of this document is to outline the Company's privacy policy. We value and protect the privacy and confidentiality of our client's information.
- 1.2 By using our site you consent to storage of a single cookie, used to keep track of your user session. NO TRACKING/ADVERTISING cookies
- 1.3 ***All of your information will be kept confidential unless required by law***

## 2. Personal information

- 2.1 We may collect and store the following information
  - a) Information about your computer; including but not limited to: IP address, location, browser information, operating system, referral source, and usage data
  - b) Information provided when your account is setup on our site
  - c) Data submitted to our site for storage in our system

## 3. Using your personal information

- 3.1 Personal information submitted to our site will be used to:
  - a) Administer our website and business
  - b) Personalize our website for you
  - c) Enable use of our websites services for you
  - d) Send statements, invoices and payment reminders to you, and collect payments.
  - e) Send you non-marketing related emails
  - f) We will not sell or distribute any of your information

## 4. Disclosure of Personal Information

- 4.1 Your personal information will not be disclosed to anyone outside our company
- 4.2 We may need to disclose your personal information, but will only do so if required by law.

## 5. Security of personal information

- 5.1 We as an organization will take all reasonable steps to ensure security of your information. Including but not limited to:
  - a) Use of SSL on all parts of our site that handle personal information
  - b) Patching of security bugs in a timely manner when they are discovered or found during our routine security checks

## 6. Retaining of personal information

- 6.1 We will retain all company customer information for the duration of your contract. When the contract is terminated we will send you a record (in .CSV format which may contain JSON formatted fields) of your information and all records will be purged from our system

## 7. Third Party Websites

- 7.1 Our website may include hyperlinks that leave our website either from user submitted data or otherwise
- 7.2 We have no control over these third party websites, their policies and security may differ from our own

## 8. Updating Information

- 8.1 Please let us know when any company information changes that would need to be corrected or updated. This includes billing information and information about your users

## 9. Cookies

- 9.1 Our website uses cookies
- 9.2 Cookies file contains a unique identifier that is assigned by the webserver to identify your machine while you're logged into our system.
- 9.3 Cookies are "session" cookies and expire past 24 hours
- 9.4 We do not use any tracking cookies