

SECUREDOCS PRIVACY POLICY

(Last Updated: January 23, 2015)

Information Collection & Use

SecureDocs, Inc. ("SecureDocs," "us," "we") is committed to respecting your privacy. This policy discloses the privacy practices for SecureDocs and the ways we collect store, use and protect your personal and non-personal information on our web site. SecureDocs collects information from individuals who visit our web sites ("visitors") and the customers or users who register to use the SecureDocs web-based business and content management solutions ("services"). You do not need to register in order to review the content on this web site as a visitor.

Services-related Announcements for Users

We will send you services-related announcements as needed. For instance, as we add software enhancements we will send you an email notification. These emails are necessary for the maintenance of your account with us.

Personally Identifiable Information

Customers use our products for storage and management of contracts, files and documents (collectively, "Content") related to their business. That Content is considered confidential to our customers. SecureDocs will not review, share, distribute, or reference any such Content except for the purpose of resolving a problem, providing customer support or to investigate a suspected violation of our Terms of Service.

Any personal information you submit to us is optional and we use it solely for the purpose for which it is collected or for communicating with you regarding the services. At a minimum we ask for your name, email address, company, state, and contact phone number so that we may communicate with you, billing contact information, credit card number and password.

We will retain your information for as long as your account is active, (i) as needed to provide you services, (ii) to comply with our legal obligations, (iii) to resolve disputes, and (iv) to enforce our agreements.

We do share personally identifiable information as follows in order to maintain your customer account with us:

All financial and billing information that we collect is used solely to check the qualifications of prospective customers and to bill for our services. SecureDocs uses a third-party credit card processor to assist us in processing customer payments. This processing partner is not permitted to store, retain, or use the personally identifiable information provided, except for the sole purpose of credit card processing.

We may occasionally also employ third parties to act on our behalf. Some examples include providing marketing support, analysis and public relations. When we employ such companies they are not permitted to retain, share, store or use personally identifiable information for any other purpose than to complete the contracted assignment. In some cases we may provide services, or sell product lines jointly with selected business partners.

We DO NOT share, sell, trade or rent your personally identifiable information with third parties for unknown reasons.

Legal Disclaimer

We reserve the right to disclose your personally identifiable information as required by law and when we believe that disclosure is necessary to protect our rights and/or to comply with a judicial proceeding, court order, or legal process served on us.

Access to Personally Identifiable Information

If your personally identifiable information changes, you may correct or update it by contacting us at info@SecureDocs.com or calling (866) 700 7975.

Choice and Opt-out

If you no longer wish to receive our newsletter and promotional communications, you may opt-out of receiving them by following the instructions included in each newsletter or communication, by emailing us at info@SecureDocs.com, by calling (866) 700 7975 or by writing to us at 7127 Hollister Ave., Suite 25A - 320, Goleta, CA 93117.

Log Files

As is true of most Web sites, we gather certain non-personally identifiable information automatically and store it in log files. This information includes internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, operating system, date/time stamp, click stream data and other fields.

We use this aggregated and anonymized information to analyze trends, to administer the site, and to track users' movements around the site. This information will not be shared with third parties without your written consent unless required by applicable law.

Cookies

A cookie is a small text file that is stored on a user's computer for record-keeping purposes. Cookies make web surfing easier for you by saving your preferences while you are at the web site. The use of cookies is an industry standard, and as such, you will find them at most major websites. By showing how and when visitors use the web site, cookies help us see which areas are popular and which are not. Many improvements and updates to the web site are based on data such as total number of visitors and pages viewed. This information is most easily tracked with cookies. We use the information from cookies only to provide services better tailored to our users' needs.

Anonymous Usage Data

We may anonymize the information we collect about you by removing or "hashing" any data fields (such as name, address and telephone number), that identify you or that can be used to identify you personally. We use industry best practices and state-of-the-art techniques to anonymize and aggregate data.

We compile aggregate information by combining anonymous data that meet a certain criteria into groups. We will never sell your usage data to third parties.

Special Offers and Updates

We will occasionally send visitors and users information on our products, educational offers and our newsletter. We will use your name and email address to send these communications to you. Out of respect for your privacy, if you'd prefer not to hear from us you can choose not to receive these types of communications. Please see the "Choice and Opt-out" section below, however, you will still receive communications such as confirmation emails and customer support updates that are necessary to continue to provide the service to you.

Public Forums, Referrals and Testimonials

We may provide public forums like bulletin boards, blogs, or chat rooms on our web sites. These forums are provided as a service to our users to help them exchange ideas, tips, information and techniques related to our services. Any personal information you choose to submit in such a forum may be read, collected, or used by others who visit these forums, and may be used to send you unsolicited messages. We are not responsible for the personal information you choose to submit in these forums.

We also post a list of users and testimonials on our web sites that may contain information such as the users' names and titles. We obtain the consent of each user prior to posting any information on such a list or posting testimonials.

Security

The security of your personal information is important to us. We utilize robust security measures to protect customer data from unauthorized access. Sensitive data is encrypted and web site connections are protected using SSL with a minimum of 128-bit symmetric encryption and a 1024-bit authenticated key agreement. Our Web sites are hosted in a secure server environment that uses multi-layer perimeter security, including firewalls and other advanced technology to prevent interference or access from outside intruders. Nevertheless, we remind you that no security measure is perfect and you should take steps to protect your passwords and personal information. SecureDocs is not liable for loss of passwords by customers. If you believe your password has been compromised, we recommend that you immediately change your password.

We encourage you to be aware when you leave our site and to read the privacy statements of each and every Web site that collects personally identifiable information.

Business Transitions

In the event SecureDocs goes through a business transition, such as a merger, acquisition by another company, or sale of all or a portion of our assets, your personally identifiable information will likely be among the assets transferred.

Changes in this Privacy Statement

We reserve the right to modify this privacy statement at any time, so please review it frequently. If we make material changes to this policy, we will notify you here on the website and also, as necessary via email: info@SecureDocs.com.

External Links

Our web sites may contain links to third-party websites. These third party websites maintain their own policies regarding cookies and the collection and use of personal information. We assume no responsibility or liability for the actions of such third parties with respect to their collection or use of your information. We encourage you to read the privacy policies of every website that you visit through a link on our web sites.

Contact Us

If you have any questions or suggestions regarding our privacy policy, please contact us by emailing us at info@SecureDocs.com, by calling (866) 700 7975 or by writing to us at 7127 Hollister Ave., Suite 25A - 320, Goleta, CA 93117.