



### **What is the Purpose of this Privacy Policy?**

IntuPlex created this Privacy Policy to demonstrate our firm commitment to the privacy of our customers and affiliates. This Privacy Policy sets forth our practices regarding the gathering and dissemination of Information (as defined below).

### **How does IntuPlex define “Information” under this Policy?**

In this Privacy Policy, “Information” means the following:

- information collected from you through access to or use of IntuPlex’s websites; and
- if you are a current customer/affiliate of IntuPlex,
  - your Data, if and as such term is defined in your Master Service Agreement, Affiliate Agreement or other agreement with IntuPlex (the “Agreement”);
  - if your Agreement does not define the term “Data”, any information collected through your and your users’ access to or use of our platform or services (the “Services”), including as the term “Services” is defined in the Agreement.

If you have an Agreement with IntuPlex, (i) any conflict or inconsistency between this Privacy Policy and IntuPlex’s confidentiality obligations to you under the Agreement shall be resolved in favor of the Agreement and (ii) any reference to “you” in this Privacy Policy shall also refer to any individual or entity using Services under your account with IntuPlex.

***By visiting our websites or using our Services, you accept and consent to the practices set forth in this Privacy Policy on behalf of you and your users.***

### **What is the Scope of this Policy?**

This Privacy Policy only covers Information collected by IntuPlex. IntuPlex’s websites may, from time to time, contain links to third party websites. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that IntuPlex does not accept any responsibility or liability for these policies. Please check these policies before you submit any data to these websites.

### **What are IntuPlex’s Guidelines Regarding Children?**

IntuPlex requires that all account holders be 18 years of age or older. In addition, our websites and Services are not designed for or directed to children under the age of 13, and IntuPlex will not knowingly collect or maintain Information about any person under the age of 13. If you believe IntuPlex has collected any Information from or about any person under 13, please contact us at [privacy@intuplex.com](mailto:privacy@intuplex.com).

### **What about My Use of IntuPlexForums?**

IntuPlex may make chat rooms, forums, message boards, news groups and similar media including social media, available to you. Please remember that any Information that is disclosed in these areas may become public and you should exercise caution when deciding to disclose any Information in any of these areas.

### **What Kind of Information Does IntuPlex Collect?**

IntuPlex may collect the following Information:

- personal and non-personal information that you voluntarily provide when using our websites or Services, including contact information (e.g., email address, name, telephone number, home or work address, and ZIP code) and billing information (e.g., credit card number, bank account number and billing address);
- standard information sent by your browser during visits to our websites or your use of our Services without identifying you as an individual, including IP address, your computer's operating system, language preference and browser type; and
- information about general usage of our website collected by using a cookie file which is typically stored on the hard drive of your computer. Please see the "How Does IntuPlex Use Cookies" section below for a further explanation.

### **How Does IntuPlex Use Cookies?**

When you access our websites or our Services, we may send one or more cookies to your computer. By sending you cookies with values that are unique, we may be able to uniquely identify your web browser or device when you access our websites or our Services. We may use both "session" and "persistent" cookies to collect, store, and sometimes track various types of information. A session cookie is one that is intended to disappear after you close your browser. A persistent cookie remains after you close your browser (and may be used by your browser to identify itself when you later return to our websites or Services). Persistent cookies generally can be removed. We use cookies to retain your session states and to offer you a personalized experience on our websites and Services. You can review the "Help" file in your browsers or mobile devices to learn the proper way to modify your cookie settings. Please be aware, however, that the use of cookies is necessary for the use of the administrative control panels and certain other aspects of our websites and Services.

### **Interest-Based Advertising**

When you visit one of our websites, advertising companies such as Google may place a cookie on your computer and may collect certain information about your use of our websites. These companies may use this information, as well as information they collect from your use of other websites, to display advertisements on the Internet about products and services they believe you may be interested in. You can learn more about this practice, and can learn about your choices with respect to the use of this information about you for customizing advertisements, at [www.aboutads.info/choices](http://www.aboutads.info/choices).

### **How Does IntuPlex Use, Store and Retain Information?**

IntuPlex may use, store and retain Information in the following ways:

- to provide you with information regarding the status of your account, to determine your tax status, and to bill you for our Services;
- to provide you with information and Services that you request from IntuPlex and to carry out IntuPlex's obligations arising from any agreement entered into between you and IntuPlex, including the Agreement;
- to administer, test, analyse and improve IntuPlex's Services and to facilitate marketing, including providing you with information about available Services and related products and services;
- to gather broad demographic and statistical information, and other non-personally identifiable information, which IntuPlex may use for purposes such as understanding broad demographic trends and statistical information;
- to notify you about changes to the Services, welcome letters, billing reminders, technical notifications, security announcements; and
- for other purposes to which you may provide your consent.

If you are an existing customer, unless you ask IntuPlex to provide you with additional marketing information we will only contact you by electronic means (e-mail or by posting to your account with IntuPlex). IntuPlex will not review, share, distribute, print, or reference any of your Information except as provided in the Terms of Service, or as may be permitted in this Policy or required by law.

We are committed to keeping Information no longer than necessary to achieve the purpose for which it was collected. However, some Information, including account and log information, may be retained indefinitely. Such Information shall continue to be subject to IntuPlex's Privacy Policy after any termination of your account with IntuPlex.

### **How Does IntuPlex Access, Release and Disseminate Information?**

Except as described in this statement, we will not disclose your personal information outside of IntuPlex without your prior consent.

IntuPlex will release your Information as is reasonably necessary for the provision of Services.

This includes, but is not limited to:

- provision of billing information to organizations such as VeriSign, PaymenTech, SignioCyberCash and similar organizations;
- provision of aggregated or otherwise non-personal Information to third parties, such as our provision of non-personal usage information to our service and license providers for the purpose of licensing compliance, licensing usage calculation, billing and support purposes;

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- provision of Data to vendors and contractors providing services in support of IntuPlex's
- provision of Services to you. IntuPlex will only release data that is needed to deliver the
- service for which the third party vendor has been contracted. These vendors are required to maintain strict security and confidentiality of the information and are prohibited from using it for any other purposes other than in accordance with IntuPlex's instructions and policies.

In addition, IntuPlex may access and release your Information without notice or consent under the following circumstances:

- In response to subpoenas, warrants, government inquiries, court orders, or legal process, or to establish or exercise our rights to defend against legal claims, as determined by IntuPlex in each case;
- If we believe it is necessary to investigate, prevent, or take action regarding illegal activities, suspected fraud, safety of person or property, violation of our policies, or as otherwise required by law (this includes exchanging information with other companies and organizations for the purposes of fraud protection and credit risk reduction); and
- If IntuPlex, any of its websites or Services or a related asset or line of business is acquired by, transferred to, or merged with another company.

### **Is My Information Secure?**

IntuPlex takes reasonable steps in an effort to ensure that your Information is treated securely and in accordance with this Privacy Policy and requires its suppliers to do the same. IntuPlex has security measures in place to help protect against the loss, misuse, or alteration of the Information under IntuPlex's control. Your contact and financial information is submitted via a secure (HTTPS) connection and stored in the IntuPlex database protected by a firewall. Any payment transactions will be encrypted using SSL technology.

Although IntuPlex uses reasonable efforts to protect your Information, transmission via the Internet is not completely secure. Therefore IntuPlex cannot guarantee the security of your Information transmitted using our websites or Services and any transmission is at your own risk.

### **How Do I Terminate or Opt-Out?**

You have the right to request that IntuPlex not contact you or use your Information for purposes which are not reasonably necessary for the administration of our websites and/or the provision of Services. If you wish to exercise this opt-out right or to terminate your account, please contact IntuPlex at 5802 Overlook Ave. NE, Tacoma, WA 98422. You may also send an e-mail to [info@intuplex.com](mailto:info@intuplex.com).

Please note that you cannot unsubscribe from certain correspondence from us regarding our provision of Services to you, including messages relating to your account. In addition, certain Information may be required in order to use our websites or Services; as such, the

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only practicable method to opt out of providing Information in connection with the use of those websites or Services would be to refrain from subscribing to or using those websites or Services.

If you have any questions about this Privacy Policy, the privacy practices of our websites or Services, or your dealings with our websites or Services, please feel free to contact us.

### Questions Regarding this Privacy Policy

In compliance with the US-EU and US-Swiss Safe Harbor Principles, IntuPlex commits to resolve complaints about your privacy and our collection or use of your Information. European Union or Swiss citizens with inquiries or complaints regarding this privacy policy should first contact IntuPlex at:

IntuPlex  
5802 Overlook Ave. NE, Tacoma, WA 94043  
info@intuplex.com

IntuPlex has further committed to refer unresolved privacy complaints under the US-EU and US-Swiss Safe Harbor Principles to an independent dispute resolution mechanism, the BBB EU SAFE HARBOR, operated by the Council of Better Business Bureaus. If you do not receive timely acknowledgment of your complaint, or if your complaint is not satisfactorily addressed by IntuPlex, please visit the BBB EU SAFE HARBOR web site at [www.bbb.org/us/safe-harbor-complaints](http://www.bbb.org/us/safe-harbor-complaints) for more information and to file a complaint.

### How is this Privacy Policy Updated?

IntuPlex reserves the right to change this Privacy Policy at any time. Any changes to the Privacy Policy will be posted to at least one of our websites.