

NotifyMe

Privacy Policy

Last Updated: May 25th, 2018

We respect your need for online privacy and protect any Personal Information that you may share with us, in an appropriate manner. Our practice with respect to use of your Personal Information is as set forth below in this Privacy Policy Statement.

As a condition to use of NotifyMe Services, you consent to the terms of the Privacy Policy as it may be updated from time to time. If you do not agree to this privacy policy, please do not use the services.

This Privacy Policy describes NotifyMe's practices regarding the collection, use and disclosure of the information we collect from and about you when you use NotifyMe software ("the Services") and NotifyMe websites (including www.notifyme.org, app.notifyme.org, demo.notifyme.org, store.notifyme.org, help.notifyme.org and www.notify-me.org and their sub-domains).

This Privacy Policy contains the following sections:

1. The information we collect
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Where we provide the Services under contract with an organization (for example your employer) that organization controls the information processed by the Services. For more information, please see "Notice to End Users" below.

1. The Information we collect

NotifyMe collects a variety of information that you provide directly to us. We process your information when necessary to provide you with the Services that you have requested when accepting our Terms of Service, or where we have obtained your prior consent, or where we have a legitimate interest to do so. For example, we may have a legitimate interest to process your information for security, testing, maintenance, and enhancement purposes of the Services we provide to you, or for analytics, research, and reporting purposes. Without your information, we cannot provide you with the Services you have requested or you may be limited in your use of the Services.

1.1 Information you provide to us

NotifyMe collects information from you through:

- Account and product registration and administration of your account
- The NotifyMe Services that you use

- Requests or questions you submit to us via forms or email (e.g., support forms, sales forms, user research participation forms)
- Your communications and dealings with us
- Your participation in NotifyMe contests, or research studies
- Uploads or posts to the Services
- Requests for customer support and technical assistance.

Information from and about you. The types of information we collect will depend upon the Services you use, how you use them, and what you choose to provide. The types of data we collect directly from you may include: - Name, address, telephone number and email address - Optional information, such as a photograph, that you elect to associate with your account (your “Profile Information”) - Log-in details and password, if you create an NotifyMe account - With your permission, calendar information stored on your mobile device - Any email requests or questions you submit to us - User-generated content you post in public online NotifyMe forums (e.g., the NotifyMe Blog).

Content. In using the Services, you may upload or input various types of content, including but not limited to: tasks, attachments, project names, team names, and conversations (together, the “Content”). If you are using the Services in connection with an account created by a NotifyMe Customer (e.g., employer, organization, or an individual), we collect and process the Content you submit on behalf of the Customer. As described more throughout this Policy, our Customers, and not NotifyMe, determine their own policies regarding storage, access, modification, deletion, sharing, and retention of Content which may apply to your use of the Services. For example, a Customer may provide or remove access to the Services, enable or disable third party integrations, manage permissions, retention and export settings, transfer or assign teams, or share projects. Please check with the Customer about the policies and settings that they have instituted with respect the Content that you provide when using the Services.

Payment Information. If you are a user of our paid service, we will utilize a third party credit card payment processing company to collect payment information, including your credit card number, billing address and phone number. The third party service provider, and not NotifyMe, stores your payment information on our behalf.

Information about others. If you choose to use our invitation service to invite someone you have a business relation with to the Services, we will ask you for that person’s contact information, which may include their email address or their social network identity, and automatically send an invitation. NotifyMe stores the information you provide to send the invitation, to register this person if your invitation is accepted, and to track the success of our invitation service.

1.2 Information we automatically collect

When you use our Services that connect to the Internet, including, but not limited to, when you access the Services via our websites, your mobile devices, and NotifyMe software/applications, we automatically collect certain information. This information may include the features you use; the links you click on; the type, size and filenames of attachments you upload to the Services; frequently used search terms; and how you interact with others on the Services. We may also collect information about the teams and people you work with and how you work with them, like who you collaborate with and communicate with most frequently.

As discussed further below, we and our service providers (which are third party companies that work on our behalf to provide and enhance the Services) use a variety of technologies, including cookies and similar tools, to assist in collecting this information.

Log Files When you use the Services, our servers automatically record certain information in server logs. These server logs may include information such as your web request, Internet Protocol (“IP”) address, browser type and settings, referring / exit pages and URLs, number of clicks and how you interact with links

on the Services, metadata associated with uploaded Content, domain names, landing pages, pages viewed, mobile carrier, date and time stamp information and other such information.

Device Identifiers When you access the Services using a mobile device, we may collect specific device information, including your MAC address and other unique device identifiers. We may also collect information such as the type of device you are using, its operating system, and mobile network information, which may include your mobile phone number. We may associate this device identifier with your account and will use data associated with your device identifier to customize our Services to your device and to analyze any device-related issues.

Location Information. We may collect and process general information about the location of the device from which you are accessing the Service (e.g., approximate geographic location inferred from an IP address).

1.3 Information we receive from other users of the services

Other users of our Services may provide information about you when they submit content through the Services. For example, you may be involved in an inspection issued by someone else. We also receive your email address from other Service users when they provide it in order to invite you to the Services. Similarly, an administrator may provide your contact information when they designate you as the billing or technical contact on your company's account.

1.4 Information we collect from Third-Party Integrations

If you choose to use third-party integrations (e.g. Dropbox, etc.) through the Services or are required to do so by a Customer, such providers may allow us and our service providers to have access to and store additional information about your interaction with those services and platforms as it related to use of the Services. If you do not wish to have this information shared, do not initiate these connections.

1.5 Information we collect from affiliates and non-affiliated Third Parties

NotifyMe may receive additional information about you, such as demographic information, from affiliates under common ownership and control, and from third parties, such as business partners, marketers, researchers, analysts, and other parties that we may use to supplement the information that we collect directly from you.

1.6 Collection of information across devices

Sometimes, we may use the information we collect — for instance, usernames, IP addresses and unique mobile device identifiers — to locate or try to locate the same unique users across multiple browsers or devices (such as smartphones or tablets), or work with service providers that do this, in order to save your preferences across devices and analyze usage of the Services. If you wish to opt out of our ability to track you across devices, you may install the Google Analytics Opt-out Browser Add-on by [clicking here](#).

2. Cookies and similar technologies

To collect the information in the “Information We Automatically Collect” section above, we and our service providers use Internet server logs, cookies, tags, SDKs, tracking pixels, and other similar tracking technologies. A web server log is a file where website activity is stored. An SDK is a section of code that we embed in our applications and software to allow third parties to collect information about how users interact with the Services. A cookie is a small text file that is placed on your computer or mobile device when you visit a site, that enables us to: (i) recognize your computer and login session; (ii) store your preferences and settings; (iii) understand which web pages of the Services you have visited; (iv), enhance your user experience by delivering and measuring the effectiveness of content and advertising tailored to your interests; (v) perform analytics; and (vi) assist with security and administrative functions. Tracking pixels (sometimes referred to as web beacons or clear GIFs) are tiny electronic tags with a unique identifier embedded in websites, online ads and/or email, and that are designed to provide usage information like ad impressions or clicks, email open rates, measure

popularity of the Services and associated advertising, and to access user cookies. As we adopt additional technologies, we may also gather information through other methods.

Please note that you can change your settings to advise you when a cookie is being set or updated, or to block cookies altogether. Please consult the Help section of your browser for more information (e.g., Microsoft Edge; Google Chrome; Mozilla Firefox).

3. How we use your Information

We use your information (including any information that we collect, as described in this Privacy Policy) for various purposes depending on the types of information we have collected from and about you and the specific NotifyMe Services you use, including to:

- Complete a purchase or provide the services you have requested
- Respond to your request for information and provide you with more effective and efficient customer service
- Provide you with product updates and information about products you have purchased from us
- Provide you with service notifications via email and within the Services based on your notification selections
- Contact you by email, postal mail, or phone regarding NotifyMe and third-party products, services, surveys, research studies, promotions, special events and other subjects that we think may be of interest to you
- Customize the advertising and content you see
- Help us better understand your interests and needs, and improve the Services
- Synthesize and derive insights from your use of different NotifyMe products and services
- Engage in analysis, research, and reports regarding use of our Services
- Provide, manage, and improve the Services
- Protect our Services and our users
- Understand and resolve app crashes and other issues being reported

Content. You can exercise certain control how your Content is used by/shared with others via your settings on the Services. NotifyMe may view and share your Content only as necessary (i) to maintain, provide and improve the Service; (ii) prevent or address technical or security issues and resolve support requests; (iii) if we have a good faith belief, or have received a complaint alleging, that such Content is in violation of applicable law or regulation; (iv) as reasonably necessary to allow NotifyMe to comply with or avoid the violation of applicable law or regulation; (v) to comply with a valid legal subpoena, request, or other lawful process or requests by law enforcement or other government agencies; and (vi) as set forth in our Licence Agreement with the Customer or as expressly permitted in writing by the Customer. We may also analyze your User Content in aggregate and on an anonymized basis, in order to better understand the manner in which our Service is being used.

Combined Information. You consent that, for the purposes discussed in this Policy, we may combine the information that we collect through the Services with information that we receive from other sources, both online and offline, and use such combined information in accordance with this Policy.

Aggregate/De-Identified Data. We may aggregate and/or de-identify information collected through the Services so that such information can no longer be linked to you or your device (“Aggregate/De-Identified Information”). We may use Aggregate/De-Identified Information for any purpose, including without limitation for research and marketing purposes, and may also share such data with any third parties, including advertisers, promotional partners, sponsors, event promoters, and/or others. By using the Services, you consent to such use.

With your consent. We use information about you where you have given us consent to do so for a specific purpose not listed above. For example, we may publish testimonials or featured customer stories to promote the Services, with your permission.

4. Online analytics and advertising

4.1 Analytics

We use third-party web analytics services (e.g., Google Analytics) on our Services to collect and analyze the information discussed above, and to engage in auditing, research and reporting. The information (including your IP address) collected by various analytics technologies described in the “Cookies and Similar Technologies” section will be disclosed to or collected directly by these service providers, who use the information to evaluate your use of the Services, including by noting the third-party website from which you arrive, analyzing usage trends across NotifyMe products and mobile devices, assisting with fraud prevention, and providing certain features to you. To prevent Google Analytics from using your information for analytics, you may install the Google Analytics Opt-out Browser Add-on by [clicking here](#).

If you receive email from us, we may use certain analytics tools, such as clear GIFs to capture data such as when you open our message or click on any links or banners our email contains. This data allows us to gauge the effectiveness of our communications and marketing campaigns.

4.2 Online Advertising

Third parties or affiliates may administer NotifyMe banner advertising programs and other online marketing on non-NotifyMe websites and services. To do so, these parties may set and access first-party cookies delivered from a NotifyMe domain, or they may use third-party cookies or other tracking mechanisms. For example, a third-party provider may use the fact that you visited the NotifyMe website to target online ads for NotifyMe services to you on non-NotifyMe websites. Or a third-party ad network might collect information on the Services and other websites to develop a profile of your interests and target advertisements to you based on your online behavior. These parties that use these technologies may offer you a way to opt out of ad targeting as described below. You may receive tailored advertising on your computer through a web browser.

If you are interested in more information about tailored browser advertising and how you can generally control cookies from being put on your computer to deliver tailored advertising, you may visit [the Network Advertising Initiative's Consumer Opt-Out link](#) or the [Digital Advertising Alliance's Consumer Opt-Out link](#) to opt-out of receiving tailored advertising from companies that participate in those programs. To opt out of Google Analytics for display advertising or customize Google display network ads, you can visit the [Google Ads Settings page](#). Please note that we do not control any of the above opt-out links or whether any particular company chooses to participate in these opt-out programs. We are not responsible for any choices you make using these mechanisms or the continued availability or accuracy of these mechanisms.

5. How we share and disclose your Information

NotifyMe will share your information in the following ways:

5.1 Affiliates, resellers, service providers and business partners

We may need to share your Personal Information and your data to our affiliates, resellers, service providers and business partners solely for the purpose of providing NotifyMe Services to you. The purposes for which we may disclose your Personal Information or data to our service providers may include, but are not limited to, data storage, database management, web analytics and payment processing. These service providers are authorized to use your Personal Information or data only as necessary to provide these services to us. In such cases NotifyMe will also ensure that such affiliates, resellers, service providers and business partners comply with this Privacy Policy Statement and adopt appropriate confidentiality and security measures. We will obtain your prior specific consent before we share your Personal Information or data to any person outside NotifyMe for any purpose that is not directly connected with providing NotifyMe Services to you. We will share your Personal Information with third parties only in the ways that are described in this Privacy Policy Statement.

5.2 Account holders

Depending on the configuration and features selected by a multi-user account administrator, we may share your information with the administrator of the account associated with you. For example, an employer or account administrator may have access to certain information about your use of the NotifyMe service.

5.3 Other users with whom you interact on the Service

If you are accessing the Service because you were invited by a NotifyMe user, please remember that your information is subject to this Privacy Policy. Please review the Privacy Policy before providing any personal information or user content.

The Service is designed for users to collaborate, share content, and communicate with one another.

Your information will be shared with other users you chose to interact with. To enhance your experience of the NotifyMe Services, in case these users are associated with a multi-user account, your information will be shared with all other users of that account (e.g. the employees of an organization).

When you agree to take part in an Inspection or a Job on the Service, your information will be shared with the users who are involved in the same Inspection or Job.

5.4 Third-Party Integrations

When you initiate a connection with a third-party integration through the Services (e.g. Dropbox, etc.), we will share information about you that is required to enable your use of the third-party integration through the Services.

Third Party Apps: You, your administrator or other Service users may choose to add new functionality or change the behavior of the Services by installing third party apps within the Services. Doing so may give third-party apps access to your account and information about you like your name and email address, and any content you choose to use in connection with those apps. If you are a technical or billing contact listed on an account, we share your details with the third-party app provider upon installation. Third-party app policies and procedures are not controlled by us, and this privacy policy does not cover how third-party apps use your information. We encourage you to review the privacy policies of third parties before connecting to or using their applications or services to learn more about their privacy and information handling practices. If you object to information about you being shared with these third parties, please uninstall the app.

Links to Third Party Sites: The Services may include links that direct you to other websites or services whose privacy practices may differ from ours. If you submit information to any of those third party sites, your information is governed by their privacy policies, not this one. We encourage you to carefully read the privacy policy of any website you visit.

5.5 Public Forums

The Services may make it possible for you to upload and share comments or feedback publicly (i.e., outside of the NotifyMe web app) with other users, such as on a blog or help community. Any information that you submit through such public features is not confidential, and NotifyMe may use it for any purpose (including in testimonials or other NotifyMe marketing materials) after obtaining your consent. Any information you post openly in these ways will be available to the public at large and potentially accessible through third-party search engines. Such information can be read, collected and/or used by other users, and it could be used to send you unsolicited messages. Accordingly, please take care when using these features of the Services.

We urge you to consider the sensitivity of any information you input into these Services. To request removal of your information from publicly accessible websites operated by us, please contact us as provided below. In some cases, we may not be able to remove your information, in which case we will let you know if we are unable to and why.

5.6 Consent

We may also disclose your information to third parties with your consent to do so. For example, we will display your Profile Information on your profile page and elsewhere on the Services in accordance with the preferences you set in your account. You can review and revise your Profile information at any time.

5.7 Aggregate information

We may share aggregated demographic information regarding visitors and users with our users, our affiliated organizations, advertisers and other organizations with which we do, or contemplate doing, business. Such information is aggregated and is not linked to any information that can identify individual users.

5.8 Assignment for Sale or Merger

If NotifyMe is involved in a merger, acquisition, or sale of all or a portion of its business or assets, you will be notified via email and/or a prominent notice on our website of any change in ownership or uses of your Personal Information, as well as any choices you may have regarding your Personal Information.

Any third party to which we transfer or sell our assets will have the right to continue to use the personal and other information that you provide to us in the manner set out in this Policy and then in accordance with the terms of their privacy policy, subject to the terms of the section below entitled "Changes to our Privacy Policy".

5.9 Lawful request

Please be aware that laws in various jurisdictions in which we operate may obligate us to disclose user information and the contents of your user account to the local law enforcement authorities under a legal process or an enforceable government request.

In addition, we may also disclose Personal Information and contents of your user account to law enforcement authorities if such disclosure is determined to be necessary by NotifyMe in our sole and absolute discretion for protecting the safety of our users, employees, or the general public.

5.10 Aggregate and Anonymous data

NotifyMe (including our vendors, suppliers and partners) shall have a worldwide, perpetual, irrevocable, royalty-free right to use aggregated and/or anonymous data in connection with our and our vendor's, supplier's and partner's business operations including, without limitation, combining such data with other similar data from you and other users.

6. Your Choices

We provide you with a number of choices with respect to the information we collect and use as discussed throughout this Privacy Policy. In the event we decide to use your Personal Information for any purpose other than as stated in this Privacy Policy Statement, we will offer you an effective way to opt out of the use of your Personal Information for those other purposes. From time to time, we may send emails to you regarding new services, releases and upcoming events. You may opt out of receiving newsletters and other secondary messages from NotifyMe by selecting the 'unsubscribe' function present in every email we send. However, you will continue to receive essential transactional emails.

If you no longer wish to use our Services, you or your administrator may be able to deactivate your Services account. If you can deactivate your own account, that setting is available to you in your account settings. Otherwise, please contact your administrator. If you are an administrator and are unable to deactivate an account through your administrator settings, please contact NotifyMe support. Please be aware that deactivating your account does not delete your information; your information remains visible to other Service users based on your past participation within the Services. For more information on how to delete your information, see below.

7. Third party links and services

The Service may contain features or links to web sites and services provided by third parties. Any information you provide on third-party sites or services is provided directly to the operators of such services and is subject to those operators' policies, if any, governing privacy and security, even if accessed through the Service. We are not responsible for the content or privacy and security practices and policies of third-party sites or services to

which links or access are provided through the Service. We encourage you to learn about third parties' privacy and security policies before providing them with information.

8. Children's privacy

The Services are intended for general audiences and not for children under the age of 13. If we become aware that we have collected personal information from children under the age of 13, we will take reasonable steps to delete it as soon as practicable. If you become aware that a child has provided us with personal information, please contact our support services.

9. Your rights

If you want to learn more about the information collected through the Services, or if you would like to access or rectify your information and/or request deletion of information we collect about you, or restrict or object to the processing of your information, please contact us using the contact information below. Where you have provided consent, you may withdraw your consent at any time, without affecting the lawfulness of the processing that was carried out prior to withdrawing your consent.

10. How long we store your Information

We will retain your information for the period necessary to fulfill the purposes outlined in this Policy (unless a longer retention period is required or permitted by law) depending on the type of information, as described in further detail below. After such time, we will either delete or anonymize your information or, if this is not possible (for example, because the information has been stored in backup archives), then we will securely store your information and isolate it from any further use until deletion is possible.

Account information: We retain your account information for as long as your account is active and a reasonable period thereafter in case you decide to re-activate the Services. We also retain some of your information as necessary to comply with our legal obligations, to resolve disputes, to enforce our agreements, to support business operations, and to continue to develop and improve our Services. Where we retain information for Service improvement and development, we take steps to eliminate information that directly identifies you, and we only use the information to uncover collective insights about the use of our Services, not to specifically analyze personal characteristics about you.

Information you share on the Services: If your account is deactivated or disabled, some of your information and the content you have provided will remain in order to allow your team members or other users to make full use of the Services. For example, we continue to display messages you sent to the users that received them and continue to display content you provided.

Multi-user accounts: If the Services are made available to you through an organization (e.g., your employer), we retain your information as long as required by the administrator of your account.

Marketing information: If you have elected to receive marketing emails from us, we retain information about your marketing preferences for a reasonable period of time from the date you last expressed interest in our Services, such as when you last opened an email from us or ceased using your NotifyMe account. We retain information derived from cookies and other tracking technologies for a reasonable period of time from the date such information was created.

11. Changes to our Privacy Policy

We reserve the right to amend this Policy at any time to reflect changes in the law, our data collection and use practices, the features of our Services, or advances in technology. We will make the revised Policy accessible through the Services, so you should review the Policy periodically. If we make a material change to the Policy, you will be provided with appropriate notice and we will seek your consent to the updated Policy in accordance with legal requirements.

We encourage you to review our privacy policy whenever you use the Services to stay informed about our information practices and the ways you can help protect your privacy.

If you disagree with any changes to this privacy policy, you will need to stop using the Services and deactivate your account(s), as outlined above.

12. How we store and protect your Information

We understand how important the security and privacy of your data is. Which is why we are constantly focusing our efforts on maintaining the reliability of our product, infrastructure, technologies, and procedures.

We use data hosting service providers in Europe to host the information we collect, and we use technical measures to secure your data. NotifyMe takes technical and organizational measures to protect your personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access. However, no method of transmission over the Internet, and no means of electronic or physical storage, is absolutely secure, and thus we cannot ensure or warrant the security of that information. If we learn of a security systems breach, we will inform you and the authorities of the occurrence of the breach in accordance with applicable law.

Below, you can read an overview of our security model as well as mechanisms and processes we have implemented to help ensure that your data is protected. If you have any questions about security on our Services, you can contact us at support@notifyme.org.

12.1 Encrypted Traffic

Access to your data on our Services is password-protected, protected by SSL encryption when it is exchanged between your web browser and the Services.

As We use 3rd party services for processing future payments, your financial information and data such as credit card information will be stored in encrypted form on secure servers of our reputed Payment Gateway Service Provider

To protect any data you store on our servers, we also regularly monitor our system for possible vulnerabilities and attacks. However, since the Internet is not a 100% secure environment, we cannot ensure or warrant the security of any information that you transmit to us. There is no guarantee that information may not be accessed, disclosed, altered, or destroyed by breach of any of our physical, technical, or managerial safeguards. It is your responsibility to protect the security of your login information. Please note that emails and similar means of communication with other Members are not encrypted, and we strongly advise you not to communicate any confidential information through these means.

12.2 Secure Physical Location

Our datacenters are hosted in some of the most secure facilities available today in locations that are protected from physical and logical attacks as well as from reasonable natural disasters such as earthquakes, fires, floods, etc.

12.3 Availability

We are committed to making NotifyMe' software a highly available service that you can always count on.

We take measures and build the product to tolerate a failure of individual components and we make sure to keep the service up while doing maintenance work on our infrastructure.

12.4 Data Protection

We know the data you share in NotifyMe software is private and confidential.

We limit access to customer data to only a select few of our employees with the highest clearance. Employee access is logged and passwords are strictly regulated and we are committed to ensuring that your data is never seen by anyone who should not see it.

With that said, the operation of NotifyMe' software wouldn't be possible without a few members having access to our databases in order to optimize performance and storage. This team is prohibited from using these permissions to view customer data without explicit, written permission from the user.

You are responsible for maintaining backups of your data present on the space made available by the Service; you may download such data at any time following the procedures for data backup.

Although we may allow you to adjust your privacy settings to limit access to certain Personal Data, please be aware that no security measures are perfect or impenetrable. We are not responsible for circumvention of any privacy settings or security measures on the Service. Additionally, we cannot control the actions of other users with whom you may choose to share your information. Further, even after information posted on the Service is removed, caching and archiving services may have saved that information, and other users or third parties may have copied or stored the information available on the Service. We cannot and do not guarantee that information you post on or transmit to the Service will not be viewed by unauthorized persons.

13. Notice to End Users

Many of our products are intended for use by organizations. Where the Services are made available to you through an organization (e.g. your employer), that organization is the administrator of the Services and is responsible for the accounts and/or Service sites over which it has control. If this is the case, please direct your data privacy questions to your administrator, as your use of the Services is subject to that organization's policies. We are not responsible for the privacy or security practices of an administrator's organization, which may be different than this policy.

Administrators are able to:

- require you to reset your account password;
- restrict, suspend or terminate your access to the Services;
- access information in and about your account;
- access or retain information stored as part of your account;
- install or uninstall third-party apps or other integrations

In some cases, administrators can also:

- restrict, suspend or terminate your account access;
- change the email address associated with your account;
- change your information, including profile information;
- restrict your ability to edit, restrict, modify or delete information

Even if the Services are not currently administered to you by an organization, if you use an email address provided by an organization (such as your work email address) to access the Services, then the owner of the domain associated with your email address (e.g. your employer) may assert administrative control over your account and use of the Services at a later date. You will be notified if this happens.

Please contact your organization or refer to your administrator's organizational policies for more information.

14. NotifyMe contact info

If you have any questions or concerns regarding this Privacy Policy, please contact us at legal@notifyme.org. We shall respond to all inquiries within 30 days of receipt upon ascertaining your identity.

NotifyMe Ltd, 18 North Street, Glenrothes, KY7 5NA, United Kingdom

NotifyMe Italia Srl, Via Manzoni 37, 20900 Monza, Italy

END OF PRIVACY POLICY