



## **Innovatis Group Privacy Statement**

Innovatis Group recognizes the importance of protecting the privacy of all information provided by users of our services and websites. Any data we collect will only be used in providing services and support based on client requests and needs.

### **Information We Collect**

We collect your personal information directly from you through your interactions and use with our website, client websites, products, and services. We use your personal information to provide you with our products and services and support your customer experience.

### **Third-Party Sources**

All users can be assured that we will not sell or distribute any data that we receive and/or manage on behalf of our clients or users to third parties. We take every precaution to secure and protect all data received and ensure the same in all hosting and software providers with whom we partner on our clients' behalf. In addition, we enforce and abide to all data privacy agreements and requirements in place for our client organizations. At any time, users and clients can notify us to change their respective data policies and/or to change or delete data we are storing on their behalf.

While our websites may link to other sites. Please be aware that we are not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and tools and to read the privacy statements of each Web site that collects personally identifiable information. This privacy statement applies solely to information collected by Innovatis Group and the sites we support.

### **Legal Disclai**

While we make every effort to preserve user privacy, we may need to disclose personal information when required by law wherein we have a good-faith belief that such action is necessary to comply with a current judicial proceeding, a court order or legal process.

### **Security**

We take every precaution to protect user information. When users submit sensitive

information to us via the Web site or other platforms, their information is protected both online and off-line. Should you ever need to provide sensitive information (such as a credit card number), that information is encrypted and is protected with SSL encryption software.

While we use SSL encryption to protect sensitive information online, we also do everything in our power to protect user-information off-line. All our users' information, not just the sensitive information mentioned above, is restricted in our offices. Only employees who need the information to perform a specific job (for example, our billing clerk or a customer service representative) are granted access to personally identifiable information. Furthermore, ALL employees are kept up to date on our security and privacy practices. Every quarter, as well as any time new policies are added, our employees are notified and/or reminded about the importance we place on privacy, and what they can do to ensure our users' information is protected. Finally, the servers that store personally identifiable information are in a secure environment.

### **Notification of Changes**

If we decide to change our privacy policy, we will post those changes to this privacy statement, the homepage, and other places we deem appropriate, so our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. We will use information in accordance with the privacy policy under which the information was collected.

If, however, we are going to use users' personally identifiable information in a manner different from that stated at the time of collection we will notify users via email. Users will have a choice as to whether we use their information in this different manner. However, if users have opted out of all communication with the site, or deleted/deactivated their account, then they will not be contacted, nor will their personal information be used in this new manner. In addition, if we make any material changes in our privacy practices that do not affect user information already stored in our database, we will post a prominent notice on our Web site notifying users of the change. In some cases where we post a notice, we will also email users, who have opted to receive communications from us, notifying them of the changes in our privacy practices.