

# Mindoka Technology Corp.

## Privacy Policy

*Effective January 1, 2014*

Mindoka Technology Corp. ("MDK") is committed to protecting the privacy and security of personal and or corporate information that may be collected or disclosed to us from time to time. This Privacy Policy discloses our information gathering and dissemination practices for our publicly available website at [www.mindoka.com/privacy](http://www.mindoka.com/privacy) for our commercial Enterprise Class Document Management System, our Cloud Based document management services, which is accessed through the internet (all called the "Service"). The Service is available only to users authorized by organizations and individuals that have entered into an online or written signed agreement with MDK for the Service. Nothing in this Privacy Policy should be interpreted to modify, delete or add terms to the Service Agreement. Enterprise Class Document Management users who are named users by their employer are protected under this policy as well.

### Information Collected

Visitors to the Public Site are not required to reveal any personally identifiable information to MDK. Visitors to the Public Site who wish to receive information regarding MDK products or services may provide us with certain contact information including telephone number, fax number, email address, and mailing address.

Through use of the Service, you may provide certain personal information for use and handling by MDK solely for provision and maintenance of the Service.

When you visit the Public Site, we may send one or more cookies - small text files containing a string of alphanumeric characters - to your computer that uniquely identifies your browser. You can reset your web browser to refuse all cookies or to indicate when a cookie is being sent. However, some features of the Public Site may not function properly if the ability to accept cookies is disabled.

For more details how we use cookies, our Cookie Policy is published below.

In addition, when you use the Public Site, our servers automatically record certain information that your web browser sends whenever you visit any website. These server logs may include information such as your web request, Internet Protocol ("IP") address, browser type, browser language, referring / exit pages and URLs, platform type, number of clicks, domain names, landing pages, pages viewed and the order of those pages, the amount of time spent on particular pages, the date and time of your request, and one or more cookies that may uniquely identify your browser.

### Use of Information and Choice

We will share your personal information with third parties only in the ways that are described in this privacy statement. We do not sell your personal information to third parties. We may use your personal information to provide you with information about MDK's services, business partners, promotions, and events. Marketing emails from MDK will contain instructions on how to opt out of receiving further marketing emails from MDK. You will also have the right to opt out of any disclosure of your personal information to a third party or use of your personal information for a purpose incompatible with the purpose for which it was originally collected or subsequently authorized by you.

You acknowledge and agree that MDK may use personally identifiable information input by you as necessary to provide the Service. This information may include e-mail address, business or home address, social media user names, employer/affiliated organization, telephone numbers, reasons for accessing site, and intended usage of requested information. We may also use your email address or phone (if provided by you) to contact you regarding Service changes; system maintenance and outage issues; account issues; or to otherwise troubleshoot problems.

MDK provides document management services as part of the Service. MDK does not access or review any contents of any documents uploaded as a part of the Services, unless you give specific permission to such access and/or use in connection with MDK's handling of a support issue. In no event does MDK collect or use any personal information that you may include in any such documents. Also, you acknowledge and agree that you or your employer may enable various other users to access documents containing your personally identifiable information. MDK is not responsible for how such parties may use your personally identifiable information.

### Onward transfer of Information

Except as set forth in this Privacy Policy, MDK will not disclose any personally identifiable information provided by a visitor to the Public Site to a third party unless the visitor has consented to such disclosure. In particular MDK does not share, sell, rent, or trade personally identifiable information with third parties for their promotional purposes.

We may provide personally identifiable information to our subsidiaries, affiliated companies, and contractors for the purpose of providing and maintaining the Service and for responding to your requests. We require that these parties agree to use such information solely for this purpose, and we use reasonable efforts to limit their use of such information and to use other appropriate confidentiality and security measures.

We may release personally identifiable information and/or non-personally-identifiable information if required to do so by law, or in the good-faith belief that such action is necessary to comply with provincial, state, federal and international laws or respond to a court order, subpoena, or search warrant.

MDK also reserves the right to disclose personally identifiable information and/or other information about users that MDK believes, in good faith, is appropriate or necessary to enforce its agreements, take precautions against liability, to investigate and defend itself against any third-party claims or allegations, to assist government enforcement agencies, to protect the security or integrity of our Service, and to protect the rights, property, or personal safety of MDK, our users or others.

MDK will not disclose any personally identifiable information to a third party unless (i) the individual has consented to such disclosure and (ii) MDK has ascertained that the third party either subscribes to the Safe Harbor principles or has entered into an agreement with MDK that is consistent with the Safe Harbor principles.

Aggregate information of MDK client data, not containing any personally identifiable information, may be provided to MDK clients or prospects or disclosed in MDK materials.

### Access

An individual wishing to review or update personally identifiable information stored in MDK's systems should contact MDK by sending an e-mail to MDK as described below. We will respond to your request for access within 30 days.

### Security and Data Integrity

MDK takes reasonable technical, administrative and physical steps to protect against unauthorized access to and disclosure of personally identifiable information. MDK uses computer security mechanisms including firewalls, monitoring software, and passwords to protect client data stored on MDK computer systems. When you enter sensitive information (such as a credit card number) on our order forms, we encrypt the transmission of that information using secure socket layer technology (SSL). MDK provides information and training to all employees who have access to data maintained on behalf of MDK clients and prospective clients, and MDK employees are responsible for the

internal security of such information. No method of transmission over the Internet, or method of electronic storage, is 100% secure, however. Therefore, we cannot guarantee its absolute security. If you have any questions about security on our Web site, you can contact us at the contact information set forth here.

MDK will not process personally identifiable information in any way that is incompatible or inconsistent with the purpose for which such information was collected. MDK takes all reasonable measures to ensure that such information is reliable for its intended use, and is accurate, complete and current.

## Blogs, Widgets and Links to Other Sites

If you make a comment on our blog or on this Web site, you should be aware that any personally identifiable information you submit there can be read, collected, or used by other users of these forums, and could be used to send you unsolicited messages. We are not responsible for the personally identifiable information you choose to submit in these forums.

## Widgets

Our Web site includes Widgets, which are interactive mini-programs that run on our site to provide specific services from another company (e.g. displaying the news, opinions, music, etc). Personal information, such as your email address, may be collected through Widgets. Cookies may also be set by Widgets to enable them to function properly. Information collected by Widgets is governed by the privacy policy of the company(ies) that created them.

Our Site includes links to other Web sites whose privacy practices may differ from those of MDK. If you submit personal information to any of those sites, your information is governed by their privacy statements. We encourage you to carefully read the privacy statement of any Web site you visit.

## Enforcement

MDK will periodically review its privacy and security practices to verify that MDK is meeting its obligations under this Privacy Policy. Please contact MDK at the e-mail below if you have any concerns or complaints regarding MDK's compliance with this Privacy Policy. MDK will investigate and attempt to resolve your concern or complaint. If this does not satisfactorily resolve your inquiry then you may contact TRUSTe at [http://www.truste.com/consumers/watchdog\\_complaint.php](http://www.truste.com/consumers/watchdog_complaint.php) and TRUSTe will then serve as a liaison with this website to resolve your concerns.

## Children

The Service and Site are not intended for use by children under the age of 18 without parental supervision.

### Sensitive Demographic Information

MDK does not intentionally collect any sensitive information through the MDK website or the Service unless legally required to do so. Sensitive information includes but is not limited to race or ethnic origin, political opinions, religious or other beliefs, and physical or mental health. MDK suggests that you refrain from providing such information, but you agree that by doing so you will be deemed as providing your explicit consent for MDK to use the information for the specified purposes for which it was supplied.

## Additional Terms

MDK intends to protect your privacy to the fullest extent possible as described in this Statement while also fulfilling our responsibility to uphold all applicable laws and regulations. Due to potential legal requirements and other possible circumstances, we cannot ensure that all of your private communications and other personally identifiable information will never be disclosed or accessed in ways not otherwise described in this policy.

You agree that we may transfer your information to the purchaser of the portion of our business to which the information relates, or to an affiliated company

You acknowledge and agree that MDK may transfer personally identifiable information across provincial, state and country borders for the purposes of data consolidation, storage, and simplified information management.

Upon request, MDK will correct any of your personally identifiable information held by us that you state is incorrect. You acknowledge and agree that MDK cannot verify or guarantee that all of its privacy and security practices will be foolproof.

## Updates to Privacy Policy

We may update this privacy statement to reflect changes to our information practices. If we make any material changes we will notify you by email (sent to the e-mail address specified in your account) or by means of a notice on this Site prior to the change becoming effective. We encourage you to periodically review this page for the latest information on our privacy practices.

## Cookies

### Cookie Policy

Last Updated: 06/01/2012

Mindoka Technology Corp., ("MDK") Public Site uses cookies, as almost all websites do, to help provide you with the best experience we can. Cookies are small text files that are placed on your computer or mobile phone when you browse websites

Our cookies help us in the following ways:

- Make our website work as you'd expect
- Remember your settings during and between visits
- Improve the speed/security of the site
- Allow you to share pages with social networks like LinkedIn
- Continuously improve our website for you
- Make our marketing more efficient helping us to offer the service we do at the price we do.

We do not use cookies to:

- Collect any personally identifiable information (without your express permission)
- Collect any sensitive information (without your express permission)
- Pass personally identifiable data to third parties
- Pay sales commissions
- Granting us permission to use cookies

If the settings on your software that you are using to view this website (your browser) are adjusted to accept cookies we take this, and your continued use of our website, to mean that you are fine with this. Should you wish to remove or not use cookies from our site you can learn how to do this below, however doing so will likely mean that our site will not work as you would expect.

We use cookies to make our website work including: • Determining if you are logged in or not, Allowing you to add comments to our site, Remembering if we have already asked you certain questions.

There is no way to prevent these cookies being set other than to not use our site.

## Third party functions

Our Public Site, like most websites, includes functionality provided by third parties. Disabling these cookies will likely break the functions offered by these third parties

Examples of third party applications on our Public Site include Slideshare for infographics and case studies, Vimeo and YouTube for embedded video. Our site includes the following types of cookies:

## Social Website Cookies

These Cookies allow you to 'Like' or share our content on sites like LinkedIn, Facebook and Twitter.

The privacy implications on this will vary from social network to social network and will be dependent on the privacy settings you have chosen on these networks.

## Site Improvement Cookies

We occasionally test new designs or site features on our site. We do this by showing slightly different versions of our website to different people and anonymously monitoring how our site visitors respond to these different versions. Ultimately this helps us to offer you a better website.

## Visitor Statistics Cookies

We use cookies to compile visitor statistics such as how many people have visited our website, what type of technology they are using (e.g. Mac or Windows which helps to identify when our site isn't working as it should for particular technologies), how long they spend on the site, what page they look at etc. This helps us to continuously improve our website. These analytics programs also tell us if how people reached this site (e.g. from a search engine) and whether they have been here before helping us to put more money into developing our services for you instead of marketing spend.

## Advertising Cookies

Remarketing Cookies: You may notice that sometimes after visiting a site you see increased numbers of adverts from the site you visited. This is because advertisers, including ourselves pay for these adverts. The technology to do this is made possible by cookies and as such we may place a so called 'remarketing cookie' during your visit. We use these adverts to offer special offers etc to encourage you to come back to our site. We are unable to proactively reach out to you as the whole process is entirely anonymised. You can opt out of these cookies at anytime as explained above.

## How to Control Cookies

You can control cookies by adjusting your browser settings to manage whether you accept or reject all or certain types of cookies (Learn how here). Doing so however will likely limit the functionality of our Public Site and a large proportion of the world's websites as cookies are a standard part of most modern websites.

## Contacting Mindoka

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with MDK software or services, you can contact MDK at: [info@mindoka.com](mailto:info@mindoka.com)