

Privacy Policy

Date of Last Revision: March 14, 2024

This privacy policy (policy) applies to the service operated by document compliance network, inc. (document compliance network we or us) with a website located at <https://dcn.Documentcompliance.Com> (the service). The policy is designed to tell you how we collect and use personally identifying information (pii) (as defined below) so you can make an informed decision about using our service. Please read this statement before using our service or submitting any pii to us. By using our service, you represent that you are 18 years old or older and you consent to the information collection and use practices described herein. We reserve the right to change the provisions of this privacy policy at any time by posting a revised privacy policy on the site and indicating on the privacy policy the date it was last updated. Your use of the service following the posting of such changes or revised statement shall constitute your acceptance of any such changes. We encourage you to review our privacy policy whenever you use our service to determine if any changes have been made and to make sure that you understand how any pii you provide will be used.

WHAT IS PII?

As used herein, the term pii generally means information that specifically identifies an individual (such as user's name, address, telephone number, e-mail address, credit card or other account number or geophysical location) or that is associated with an identifiable person (such as demographic information or information about a person's activities when such information is linked to personally identifying information). Pii does not include aggregate information, which is data we collect about the use of the service or categories of service users, from which any pii has been removed. For example, information that forty-six percent of the service's registered users identify themselves as male, is aggregate information. We collect aggregate data for a number of purposes, including to help us understand trends and user needs. This policy in no way limits or restricts our collection of aggregate information.

WHAT PII DO WE COLLECT?

We do not collect any pii from mere visitors to the site or service. Your email address may be collected when you send us an email. If you subscribe for our services, we will collect your email address, name, organization information, address and other account information. If you submit documents to the site or service for purposes of allowing third parties to view such documents, then we will collect your name, physical address, email address and other normal information in order to do business. Any pii contained in those documents would also be “collected” by the site/service.

WHAT OTHER INFORMATION DO WE COLLECT?

When you visit our site, some information is also automatically collected through the use of log files, such as your computer's internet protocol (ip) address, your computer's operating system, the browser type, the address of a referring web service and your activity on the service. We use this information for purposes such as analyzing trends, administering the service, improving customer service, diagnosing problems with our servers, tracking user movement, and gathering broad demographic information for aggregate use. We may also automatically collect certain information through the use of cookies. Cookies are small data files that are stored on a user's hard drive at the request of a web service to enable the service to recognize users who have previously visited them and retain certain information such as customer preferences and history. If we combine cookies with or link them to any of the pii, we would treat this information as pii. If you wish to block, erase, or be warned of cookies, please refer to your browser instructions or help screen to learn about these functions. However, if your browser is set not to accept cookies or if a user rejects a cookie, you will not be able to sign in to your document compliance network account and will not be able to access certain service features or services.

We may also use third parties to provide certain functionalities or to collect, track and analyze non-personally identifiable usage and statistical information from users, such as the user's browser type, operating system, browsing behavior and demographic information. These third parties may collect pii from you in connection with the services they provide and may place cookies, web beacons or other devices on your computer to collect non-personal information which may be used, among other things, to deliver advertising targeted to your interests and to better understand the usage and visitation of our service and the other services tracked by these third parties. We are not responsible for, and do not control, any actions or policies of any third party service providers.

USAGE AND DISCLOSURE

Document compliance network does not use information about you except to send you the communications noted below and as necessary to provide the services. We do not allow anyone to view the private information that you post except those given authority by the person who establishes an account. When a subscriber posts customer content to the site for viewing by its vendors and/or customers and/or other subscribers, document compliance network shall provide such access as is selected by the subscriber. When a vendor or customer posts customer content to the site at the request of a subscriber, that vendor or customer's customer content will be made available to the subscriber. If the customer content includes pii, then pii shall be available to the same extent as the other customer content. Please note that if you provide access to pii to a customer, vendor or subscriber, that person or entity may provide further access to third parties. If you wish to restrict further transmission of your pii, it is your obligation to enter into suitable non-disclosure agreements with your customers, vendors or other subscribers or to take such other appropriate actions as may be required. Document compliance network shall not be liable for any disclosures made by those to whom you provide access

Pii may be used in one or more of the following ways:

- To display information in a manner selected by our subscribers to those to whom the subscriber chooses to grant access and by their customers or vendors to the extent that they post their pii for viewing subscribers.
- To process payments. Credit card processing is performed by a pci compliant third party processor and such information is not processed or retained by document compliance network.
- To have a record of who posted content to the service.
- To send periodic emails: the email address you provide may be used to send you information and updates pertaining to the services, and, if you do not "opt out", to send you occasional company news, updates, or related product or service information.

We do not sell, share, or rent any pii to others in ways different from what is disclosed in this policy without first obtaining your consent, although we may provide aggregate information or other non-personal information to third parties without your authorization. We may share your contact information with third parties if you have indicated to us that you wish to receive information from such parties. In the event that we engage or partner with third party vendors, consultants or other service providers in connection with the operation of our business ("service providers"), we may share pii with such service providers who need access to such information to carry out their work for us. You should also note that information that you provide to us for posting to the service will be posted in the manner you select.

We also may disclose personal information when we are required to or we believe it is appropriate to comply with the law (e.g., a lawful subpoena, warrant or court order); to enforce or apply this privacy policy or our other policies or agreements; to initiate, render, bill, and collect for amounts owed to us; to protect our or our customers' rights, property or safety; to protect our customers from fraudulent, abusive, or unlawful use of our site or service; or if we believe that an emergency involving the danger of death or serious physical injury to any person requires disclosure of communications or justifies disclosure of personal information. In addition, information about our customers, including personal information, may be disclosed as part of any merger, acquisition, debt financing, sale of document compliance network assets, as well as in the event of an insolvency, bankruptcy or receivership in which personally identifiable information could be transferred to third parties as one of the business assets of the document compliance network.

Please note: our services use Google Analytics to help analyze how users use the services. The tool uses cookies to collect standard internet log information and visitor behavior information in an anonymous form. The information generated by the cookie about your use of the services (including IP address) is transmitted to Google. This information is then used to evaluate visitors' use of the services and to compile statistical reports for document compliance network.

We will never (and will not allow any third party to) use the statistical analytics tool to track or to collect any personally identifiable information (pii) of users of our services. Google states that it will not associate your IP address with any other data held by Google. We will not, and Google states that it will not seek to link an IP address with the identity of a computer or device user. We will not associate any data gathered from the site or our services with any personally identifiable information from any source, unless you explicitly submit that information via a fill-in form on our website.

WHAT STEPS DO WE TAKE TO PROTECT YOUR INFORMATION ONLINE?

Document compliance network endeavors to secure your personal information from unauthorized access, use or disclosure by putting into place physical, electronic and managerial procedures to safeguard the information we collect through this service. Credit card information is encrypted during transmission and payment processing is performed by a PCI compliant third party processor and such information is not processed or retained by document compliance network. Other account information is accessible online only through the use of a password and data fields calling for personally identifying information are encrypted when in storage and in transmission. Please be aware, however, that despite our efforts, no security measures are perfect or impenetrable. To protect the confidentiality of your personal information, you must

keep your password confidential and not disclose it to any other person. You are responsible for all uses of the service by any person using your password. Please advise us immediately by emailing us at ops@documentcompliance.Com if you believe your password has been misused. You should also note that email is not secure, and you should not send any confidential or sensitive information to us via an unsecured email.

HOW CAN YOU CORRECT AND UPDATE YOUR PERSONAL INFORMATION OR OBTAIN ADDITIONAL INFORMATION?

If you have any questions or comments about this policy or the practices relating to this service, or you wish to verify, correct or delete any personal information we have collected, please contact us at ops@documentcompliance.Com.

In lieu of email, you may also contact us by mail at the following address:

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