

# PRIVACY POLICY

Asset Health ("Us," "We," or "Our") created this Privacy Policy ("Privacy Policy") to ensure the confidence of users ("you" or "your") of our Asset Health software program and website (collectively, the "Product"), and to demonstrate our commitment to fair information practices and the protection of privacy.

## 1. Types of Information Collected.

- a. **Traffic Data Collected.** We automatically track and collect the following information when you use our Product, including your: (i) IP address; (ii) domain server; (iii) type of computer; (iv) type of web browser; and (v) information on your usage of the Product, including Courses completed or not completed and your performance on our Assessments (collectively, "Traffic Data"). Traffic Data is anonymous information associated with you that identifies you and is helpful for reporting purposes or for improving your experience with the Product.
- b. **Personal Information Collected.** In order for you to access the Products, we require you to provide us with information that personally identifies you ("Personal Information"). Personal Information may include: (i) Contact Data (such as your name and email addresses); and (ii) Demographic Data (such as your ZIP code). If you communicate with us by email, post messages to any of our chat groups, or otherwise complete online forms or surveys, any information provided in such communication may be collected as Personal Information.

## 2. Uses of Information Collected.

We use Contact Data to contact you if necessary.

## 3. Confidentiality and Security of Personal Information.

Except as otherwise provided in this Privacy Policy, we will keep your Personal Information private and will not share it with third parties, unless such disclosure is necessary to: (a) comply with a court order or other legal process; (b) protect our rights or property; or (c) enforce our Terms of Use Agreement. Your Personal Information is stored on secure servers that are not accessible by third parties. We will never disclose the entries to your personal online "Journal" to any third parties. Only you and the Asset Health staff will have access to these entries. The Asset Health staff has access to these entries solely for the purpose of properly administering the Product.

## 4. Lost or Stolen Information.

You must promptly notify us if your user name or password is lost, stolen or used without permission. In such an event, we will cancel that user name or password, issue you a new user name and password, and update our records accordingly.

## **5. Other Limits to Your Privacy.**

The Product contains links to other websites. We are not responsible for the privacy practices or the content of such websites. We may also make chat rooms, news and other services available to you. Understand that any Information you disclose in these areas becomes public information. We have no control over its use, and you should exercise caution when deciding to disclose your Personal Information.

## **6. Updates and Changes to Privacy Policy.**

We reserve the right, at any time and without notice, to add, change, update or modify this Privacy Policy simply by posting such change, update or modification on our website. Any such change, update or modification will be effective immediately upon posting on our website.