

## **SharePointHoster - Privacy and Security Policy**

SharePointHoster takes your privacy very seriously. Please read the following to learn more about our privacy policy.

### **What This Privacy Policy Is About**

- This policy will tell you how SharePointHoster handles personal information that we collect and receive, including information related to your usage, both past and present, of our products and services. Personal information can be defined as information about you including your name, company name, address, email address, and/or phone number, and that is not otherwise publicly available.
- This policy does not apply to the practices of companies that SharePointHoster does not own or manage, or to individuals that SharePointHoster does not employ, instruct, or manage.

### **Information Collection and Use**

- SharePointHoster collects information when you use our products or services, and when you browse/visit SharePointHoster pages.
- Upon registering, we ask for your name and email address. Once you have done this and sign in to our services, you are no longer anonymous to SharePointHoster.
- SharePointHoster automatically receives and records information in our servers and on our server logs from your browser, including your IP address. This information is not shared with any 3rd parties and is used only for internal purposes.

### **Information Sharing and Disclosure**

- SharePointHoster does not rent, sell, auction-off, or share any personal information about you with other people or nonaffiliated companies or entities, with the following exceptions:
  - We have written permission to do so, or receive "electronic permission" via email or instant messaging, to do so.
  - Occasionally, SharePointHoster will seek testimonials from satisfied customers to serve as advertising for our services. This information will only be gathered with permission to do so, or when volunteered, or when SharePointHoster receives "electronic permission", via email or instant-messaging, to do so.
  - We will respond to subpoenas, court orders, or legal process, or to establish or exercise our legal rights or defend against legal claims if required by law or license agreement to do so.
  - We find it is necessary to share information in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of SharePointHoster terms of use, or as otherwise required by law.
  - We transfer information about you if SharePointHoster is acquired by or merged with another company. In this event, SharePointHoster will notify you before any information about you is transferred and becomes subject to a different privacy policy.

## **Cookies**

- SharePointHoster may set cookies on your computer.
- Other companies do not have access to SharePointHoster cookies.

## **Your Ability to Edit and Delete Your Account Information and Preferences**

- You can edit your SharePointHoster Account Information at any time by sending an email to **salessupport@sharepointhoster.com**
- We reserve the right to send you certain communications relating to the SharePointHoster service, such as service announcements. Administrative messages are considered part of your SharePointHoster account, without offering you the opportunity to opt-out of receiving them.
- You can cancel your SharePointHoster account by sending an email to **salessupport@sharepointhoster.com**
- Some information may remain on file for deleted accounts for 30 days or more for accounting and other legal/licensing record-keeping.

## **Confidentiality and Security**

- We limit access to your personal information to employees who need to come into contact with that information to provide products or services to you or in order to do their jobs.
- We have physical, electronic, and procedural safeguards that comply with federal regulations to protect personal information about you.
- Your SmithBridge account information is password-protected.
- In certain areas SharePointHoster uses industry-standard SSL-encryption to protect data transmissions.
- SharePointHoster is not responsible for security issues related to users choosing "easy" passwords (i.e. "password") or users who fail to safeguard their password.
- SharePointHoster is not responsible for viruses and other "Trojan horse" programs running on customers' PC that capture keystrokes or electronically detect users' passwords.