

Legal Notices & Privacy Policy

DISCLAIMER AND TERMS OF USE

The materials on this web site and in our online compliance software applications are for general information only and do not constitute legal advice, and your use of it does not create an attorney-client relationship. This information is not intended to constitute legal advice or to substitute for obtaining legal advice from competent, independent, legal counsel in the relevant jurisdiction. This Web site is intended to provide information on our company and its services and is not guaranteed to be up-to-date or complete. Any liability that might arise from your use or reliance on the information in, including links from, this site is expressly disclaimed. The content of any communication you send to us via the Internet or through e-mail may not be secure.

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PRIVACY POLICY

We at ComplianceManager respect your concerns about privacy and value the relationship we have with you. This Privacy Policy describes the types of personal information we might collect on MyComplianceManager.com should you choose to provide it, as well as how we may use that information, and with whom we may share it.

Information We Collect and How We Use It

In general, you can visit this website without telling us who you are or providing any personal information about yourself. If you choose to contact us through our website to inquire about our products or services, we will use the information you provide to respond to your inquiries.

ComplianceManager provides online compliance software to employee-users of our company customers. We contract with the companies to provide this service, and we will not use the personal information collected from the employee-users in a way different than that specified in the contract. In order to access and use the compliance software on our site, our company customers will provide us with the contact information of their employee-users, including their names and e-mail addresses at a minimum. In order to access and use the compliance software, the employee-users will log on using similar information. Depending on what our company customers need for human-resource management and verification, we may also collect employee numbers, titles, departments, divisions, groups and/or work telephone numbers and extensions. This information is used only to track users’ progress on assigned compliance tasks within the software and to report that information to their employers. Users are not asked to provide demographic information (such as income level and gender) or unique identifiers (such as Social Security numbers).

Cookies and Other Tracking Technologies

On our website, we may utilize “cookies” and other tracking technologies. A “cookie” is a small text file that may be used, for example, to collect information about website activity. Some cookies and other technologies may serve to recall personal information previously indicated by a web user. Most browsers allow you to control cookies, including whether or not to accept them and how to remove or block them. Tracking technologies may record information such as Internet domain and host names; Internet protocol (IP) addresses; browser software and operating system types; clickstream patterns; and dates and times that our website is accessed. Our use of cookies and other tracking technologies allows us to improve our website and your web experience and allows us to analyze information for trends and statistics.

Information We Share

We do not sell, rent, trade or otherwise disclose personal information about our website visitors or the employee-users of our company customers, except as described here. We may share information provided with service providers we have retained to perform services on our behalf, such as hosting our website, maintaining our online compliance software (including technical support), and managing the administrative and customer service functions of our online compliance software applications. These service providers are not authorized by us to use or disclose the information except as necessary to perform services on our behalf or to comply with legal requirements. We also share the personal information mentioned above with company customers to verify employee-users’ progress within the application. In addition, we may disclose information about you (i) if we are required to do so by law or pursuant to legal process, (ii) in response to a request from law enforcement authorities or other government officials, or (iii) when we believe disclosure is necessary or appropriate to prevent physical harm or financial loss or in connection with an investigation of suspected or actual illegal activity.

Affirmative Commitment to the Safe Harbor Frameworks

ComplianceManager complies with the U.S.-EU Safe Harbor Framework and the U.S.-Swiss Safe Harbor Framework as set forth by the U.S. Department of Commerce and has certified that it abides by the Safe Harbor privacy principles as set forth by the U.S. Department of Commerce regarding the collection, storage, use, transfer and other processing of Personal Data transferred from the European Economic Area (“EEA”) member countries and Switzerland to the United States. This Policy outlines our general policy and practices for implementing the Safe Harbor privacy principles. For more information, see the ComplianceManager [Safe Harbor Privacy Policy](#).

Safe Harbor Certification & Resources

ComplianceManager’s Safe Harbor certification can be found at <https://safeharbor.export.gov/list.aspx> and <https://safeharbor.export.gov/swisslist.aspx>, listed under the organization, “Mark Business Intelligence Systems”.

For more information about the Safe Harbor principles, please visit <http://www.export.gov/safeharbor>.

Additional information for users in the European Economic Area (EEA)

Our customers’ personal information is stored on our servers currently located in the United States. The location of our servers may be subject to change.

In addition, ComplianceManager may transfer your personal information to our vendors outside of the EEA, as described in this privacy policy. At present, the laws of the United States and other countries outside the EEA (except for Argentina, Canada, Isle of Man, Guernsey, and Switzerland) have not been approved by the European Commission as providing “adequate protection” for personal information within the meaning of the EU Data Protection Directive (95/46/EC).

ComplianceManager imposes strict requirements on our vendors outside of the EEA regarding the use and protection of our customers’ personal information.

By purchasing or using our online compliance software from a country in the EEA and submitting your personal information to us in order to access or use our software, we deem that you are consenting to the processing of your personal information in the United States or other country outside of the EEA.

Links to Other Sites

We may provide links to other websites for your convenience and information. These sites operate independently from ComplianceManager and are not under our control. These sites may have their own privacy notices in place, which we strongly suggest you review if you visit any linked websites. We are not responsible for the content of these sites, any products or services that may be offered through these sites, or any other use of these sites.

Security

We maintain administrative, technical and physical safeguards for this website to protect against unauthorized disclosure, use, alteration or destruction of the personal information you provide on the site.

Children’s Privacy

ComplianceManager is not intended to attract children. Accordingly, we do not knowingly collect information from anyone under 13 years of age.

Changes or Updates to this Privacy Policy

We may update or change this Privacy Policy from time to time and without prior notice to you. We will post a notice on this site to notify you of any significant changes to our Privacy Policy and indicate at the bottom of the Policy when it was most recently updated.

How to Contact Us

If you have any questions about our information practices, or wish to update or correct information provided to us, please contact us at contact@markbis.com. We will attempt to respond promptly to your inquiries.

Consent

By using this website, you consent to the terms of our Terms of Use and Privacy Policy and to the processing of your information for the purposes given above.

Effective Date: January 1, 2006

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