



PRIVACY POLICY

Last Updated on [7/11/2018]

INTRODUCTION

1. Welcome to Workbox. Workbox is provided by Woodshed LLC doing business as Workbox. More information can be found at www.workbox.io.
2. The Company provides a solution consisting of a Software as a Service Database and Function (or Microservice) platform, <https://www.workbox.app>. Additional functionality is provided through an application installed from the Salesforce.com AppExchange listing, <https://appexchange.salesforce.com/appxListingDetail?listingId=a0N3A00000FADpoUAH>.
3. Your privacy on the Internet is of the utmost importance to us. We will never share your personal information with any third party, but because we may gather certain types of information about our users, we feel you should fully understand our policy and the terms and conditions surrounding the capture and use of that information. This privacy statement discloses what information we gather and how we use it.
4. The private information you provide on our website and services will be used only for its intended purpose.
5. We will protect your information consistent with the principles of the Privacy Act of 1974, 5 U.S.C, the E-Government Act of 2002, and the Federal Records Act.
6. By using the Services, you consent to the data practices described hereinafter.

PERSONAL INFORMATION

7. As a general rule, the Company does not collect personal information about you when you visit the listing or the use of our services, unless you choose to provide such information to us. Submitting personal information through the Services is voluntary. By doing so, you are giving the Company your permission to use the information for the stated purpose. However, not providing certain information may result in the Company the inability to provide you with the Services (hereinafter defined in Clause 8).
8. If you choose to provide us with personal information, through methods such as registering and/or creating an account or sending us an email either directly or at contact@workbox.io, we may use that information to help us provide you with information and/or service(s) (collectively referred to as ("**the Services**")).
9. We may also use the personal information to respond to any of your message(s) and/or feedback(s). The information we may receive from you varies based on what you do when using the Services and Websites.

COLLECTION OF PERSONAL INFORMATION

10. By using the Services and its functions, you may provide basic information such as including but not limited to your name, phone number, address and email address which allows us to send information, provide updates and/or process the type of Services you so desire.



11. If you sign up with the Company, we may also collect, *inter alia*, billing and credit card information.
12. The Company encourages you to review the privacy statements of websites you choose to link to from the Company so that you can understand how those websites collect, use and share your information (“**Third Party Website**”). The Company is not responsible for the privacy statements or other contents on the Third Party Website outside of the Company’s website.

THE NATURE OF PERSONAL INFORMATION WE COLLECT

13. Personal information we collect which you may provide to us includes, *inter alia*:
 - 13.1 ‘**Identifying information**’ (i.e. name, date and place of birth, gender, age);
 - 13.2 ‘**Contact information**’ (i.e. home / office address, home / mobile / office phone numbers); and
 - 13.3 ‘**Financial information**’ (i.e. bank account and number, credit card number and details).
14. As a general rule, you have the right not to provide the foregoing information when dealing with the Company and/or when we provide the Services to you. However, not providing certain information may result in, *inter alia*, the inability to provide you with the Service.

AUTOMATICALLY COLLECTED INFORMATION

15. We collect and temporarily store certain information about your use of the Services and Websites for use in site management and security purposes only. We collect and analyse this information because it helps us to better design the Services and Websites to suit your needs. For Website visits of the Company we may also automatically collect information about the web content you view in the event of a known security or virus threat.

The information includes, *inter alia* :-

- 15.1 The internet domain name from which you access our website (for example, “xcompany.com” if you use a private internet access account, or “yourschool.edu” if you connect from an educational domain);
- 15.2 The internet protocol (“**IP**”) address (a unique number for each computer connected to the internet) from which you access our Website;
- 15.3 The type of browser used to access our Website;
- 15.4 The operating system used to access our Website;
- 15.5 The date and time you access our Website;
- 15.6 The Universal Resource Locators (“**URLs**”) or address of the pages you visit;
- 15.7 Your username, if it was used to log in to the Website; and
- 15.8 If you visited the Website from another website, the URL of the forwarding site.



INFORMATION COLLECTED FOR TRACKING AND CUSTOMIZATION (COOKIES) FOR WEBSITE VISITS

16. A 'cookie' is a small file that a website transfers to your computer to allow it to remember specific information about your session while you are connected. Your computer will only share the information in the cookie with the website that provided it, and no other website can request it. There are two types of cookies:
 - 16.1 'Session': Session cookies last only as long as your web browser is open. Once you close your browser, the cookie is deleted. Websites may use session cookies for technical purposes such as to enable better navigation through the site, or to allow you to customize your preferences for interacting with the site.
 - 16.2 'Persistent': Persistent cookies are saved on a user's hard drive in order to determine which users are new to the site or are returning.

USE OF YOUR PERSONAL INFORMATION

17. Personal information submitted to us through our website or the Services will be used for the purposes specified in this policy or on the relevant pages of the website or the Services.
18. We may use your personal information to:
 - 18.1 administer our website and business;
 - 18.2 personalize our website or the Services for you;
 - 18.3 enable your use of the services available on our website;
 - 18.4 supply to you services purchased through our website;
 - 18.5 send statements, invoices and payment reminders to you, and collect payments from you;
 - 18.6 send you non-marketing commercial communications;
 - 18.7 send you email notifications that you have specifically requested;
 - 18.8 send you our email newsletter, if you have requested it (you can inform us at any time if you no longer require the newsletter);
 - 18.9 send you marketing communications relating to our business which we think may be of interest to you, by post or, where you have specifically agreed to this, by email or similar technology (you can inform us at any time if you no longer require marketing communications);
 - 18.10 provide third parties with statistical information about our users (but those third parties will not be able to identify any individual user from that information);
 - 18.11 deal with enquiries and complaints made by or about you relating to our website or the Services;
 - 18.12 keep our website or the Services secure and prevent fraud; and
 - 18.13 verify compliance with the terms and conditions governing the use of our website or the Services (including monitoring private messages sent through our website private messaging service).



19. If you submit personal information for publication on our website or the Services, we will publish and otherwise use that information in accordance with the license you grant to us.
20. Your privacy settings can be used to limit the publication of your information on our website, and can be adjusted using privacy controls on the website.
21. We will not, without your express consent, supply your personal information to any third party for the purpose of their or any other third party's direct marketing.

DISCLOSURE OF YOUR PERSONAL INFORMATION

22. The personal information you provide to us whether voluntarily or automatically as the foregoing paragraphs describes, may be used and disclosed without limitations, to our employees, staff, insurers, professionals, agents, suppliers, subcontractors and/or other parties we deem fit for the purpose and in the manner reasonably necessary for the carrying out of the Services and for the purposes set out in this Privacy Policy.
23. Personal information may be disclosed and/or supplied between the third parties. When personal information is disclosed and/or supplied between the third parties all terms and conditions contained herein shall have effect for the purpose of protecting your personal information.
24. Compliance with legal requirements for the enforcement of laws, regulations, court orders, subpoena, warrant during the course of a legal proceeding or otherwise may render our need to disclose personal information.
25. Personal information may also be used to protect and safeguard the copyright, trademarks, legal rights, intellectual property rights or safety of the Company.

SECURITY OF YOUR PERSONAL INFORMATION

26. The Company secures your personal information from unauthorized access, use or disclosure.

CHILDREN UNDER THIRTEEN

27. The Company does not knowingly collect personal information from children under the age of thirteen. If you are under the age of thirteen, you must ask your parent or guardian for permission to use this Website and/or the Services.

OPT-OUT & UNSUBSCRIBE

28. The Company respects your privacy and gives you an opportunity to opt-out of receiving information in respect of the Services by contacting us at contact@workbox.io.

CHANGES

29. The terms contained in this Privacy Policy may change and subject to modification and amendments. All modifications and the time of the changes and modification will be subject to the sole direction of the Company and such changes will have immediate effect. No notice will be given to you prior to such changes and/or modifications; you are therefore advised to review our Privacy Policy from time to time.



CONTACT

30. The Company welcomes your questions or comments regarding the foregoing Terms.

31. Please find us at www.workbox.io. You could also contact us at contact@workbox.io.

Effective as of [7/11/2018].