

Privacy Policy

This Privacy Policy (“Privacy Policy” or “Policy”) applies to www.elemica.com and the QuickLink Network (together referred to as the “Site”). This Privacy Policy describes how Elemica collects and uses your information, our disclosure and security practices, and the choices available to you. In this privacy policy, “you,” “your” and “yours” refer to you as an individual and, where applicable, to the company or legal entity on whose behalf you are viewing this Privacy Policy. Elemica, Inc. and its affiliates and subsidiaries are together referred to as “Elemica,” “us,” “we” or “our.”

Your privacy is important to us, and we are committed to protecting and carefully handling the information that you provide. Please read this Privacy Policy carefully; by visiting the Site, you consent to our collection and use practices.

We comply 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 regarding the collection use and retention of personal information from European Union member countries and Switzerland. We have certified that we adhere to the Safe Harbor Privacy Principles of notice, choice, onward transfer, security, data integrity, access, and enforcement. To learn more about the Safe Harbor program, and to view our certification, please visit <http://www.export.gov/safeharbor/>

Information We Collect

You may visit the Site without telling us who you are or revealing any personal information. To access certain functions, however, we require that you create an account profile by providing certain identification, contact, and certification information, such as your name and your company’s name and email address. We may collect and maintain any information that you provide us on our Site or in any other manner. We do not collect sensitive information as defined by the Safe Harbor framework.

As you use the Site, we may also collect information using common information gathering tools. While we do log IP addresses (the Internet address of a computer) and use cookies to track user sessions and page views on our Site, we only use the data to analyze overall user trends, and individual users remain anonymous. Tracking user sessions and page views helps us understand how visitors use our site, which areas are most popular, and how long visitors spend there.

You may subscribe to email newsletters and other email communications by providing us your email address which, with your consent, we may use to send you promotional materials. If you would like to participate in the surveys we occasionally offer, we may ask you for contact information, preferences or other information, which we may use to conduct research, improve our offerings, or report customer perceptions and trends.

Use of Your Information

We may use your information: (1) to respond to or fulfill your requests; (2) to evaluate the quality of our products and services; (3) to communicate with you about our products, services and related issues; (4) to notify you of and administer marketing campaigns; (5) for internal administrative and analytics purposes; (6) to comply with our legal obligations, policies and procedures; and (7) to assist you in managing your use of the Site.

Disclosure of Customer Information

In General. We do not share information with third parties. We will not disclose your information unless we are required by law or have a good faith belief that such action is necessary to: (a) comply with a judicial proceeding, court order or legal process; (b) protect and defend our rights or property; (c) protect the personal safety of our users, our web sites, or the public; or (d) enforce our agreements or Terms of Use. We may transfer your information if we buy or sell any or any portion of our business.

Consultants and Outsourcers. We sometimes employ or work with consultants, temporary workers, software developers, or outsourcers to complete a business process or provide a service (e.g., delivering products, offering online software applications, or sending email messages on our behalf), and we may need to provide

them with some information about you. Except in limited circumstances, these agents and developers are prohibited through their contracts with us from using that information or disclosing it for purposes other than to offer or complete the service that we are outsourcing.

Security and Integrity

Data Security. We recognize industry standards and employ administrative, technical and physical designed to protect your information from loss, misuse, unauthorized access, disclosure, alternation and destruction. Please note that no security methodology is 100% safe, we cannot guarantee information security, and it is important for you to protect yourself against the unauthorized access to your information.

Data Integrity. We take reasonable steps to ensure that the information we collect is accurate, complete and current and is relevant and reliable for its intended use. We depend on our customers to update and correct their information whenever necessary.

Enforcement and Oversight. We conduct compliance audits of our privacy practices to verify adherence to this policy.

Notice, Choice and Access

Our approach to responsible data handling is founded on providing notice of our information practices and other privacy issues to allow you to make informed decisions regarding your use of the Site.

Notice. We provide notice of our practices through (i) this Privacy Policy; (ii) customer agreements, if applicable; and (iii) specific notices on the Site. Your privacy is important to us and this Privacy Policy is intended to provide you with notice regarding the information we collect in connection with our Site, the fair information practice principles that govern our use of such information and the choices available to you regarding our use of your information.

Choice and Opting Out. We believe that it is important to give you the opportunity to choose how your personal information is collected and used. We will not use your information for any purposes other than those described in this Policy or any service-specific privacy notices without first obtaining your explicit consent.

You may opt-out of receiving promotional emails from us by following the opt-out instructions provided in those emails or by emailing support@elemica.com with your request. Opt-out requests will not apply to transactional service messages, such as security alerts and notices about your current account.

Access. You may access, update, amend, delete or correct your information at any time by contacting Elemica Client Services via email at support@elemica.com or via telephone at 1-800-ELEMICA (U.S. and Canada) or 00-800-4-353-6422 (Europe, except Scandinavia).

Site Navigational Information

Cookies. Like most websites, our Site uses "cookies," which are small pieces of data our server may send to your browser while you are using the Site. These cookies contain unique identifiers that help us better understand Site usage in the aggregate. If you simply want to browse the public areas of our Site, you do not have to accept cookies from Elemica. Should you decide, however, that you would like to register and have access to restricted areas of the Site, you will need to accept the cookies that our server sends to your browser. As a registered user, you may receive a session-based cookie that is maintained by your browser and contains your identifier. This cookie may be used to authenticate your identity and provide you with access to areas of the Site that are limited to registered users.

Tracking Technology. Elemica and our third party service providers may use cookies to track your involvement with certain links to help us improve and better understand the Site. You may choose not to accept these cookies and you will still have full access to site functionality.

Web Site Usage Data. With or without cookies, we keep track of usage data, such IP addresses and/or domain names, the dates and times of page requests, the names and/or IP addresses of referring websites, and other

Uniform Resource Locator (“URL”) parameters. We use this information for aggregated and statistical reporting and to better understand Site usage in the aggregate. This information is stored in log files and is not linked to other Customer Information.

Information Collected by Third Parties. Third parties, such as advertising networks and business partners, may use cookies to collect information about your involvement with advertising on the Site. You may choose not to accept these cookies. We do not control, and we are not responsible for, these parties, and you should review their privacy policies to learn more about what, why and how they collect and use information they collect. The Site may also include widgets, such as social network buttons or other interactive mini-programs that run on the Site. These widgets may collect information, such as your IP address or email address, and may set cookies to enable proper functioning. We do not control, and are not responsible for, these information collection practices, and you should review the privacy policies of the companies providing the widgets.

Miscellaneous

Data Transfers. You understand and agree that any information you submit may be transferred across national boundaries and may be stored and processed in any of the countries in which we maintain offices, including the United States. You also acknowledge that, in certain countries or with respect to certain activities, our trusted vendors may collect, transfer, store, and process your information.

Information Retention. We will retain your information for as long as your account is active, comply with our legal obligations, resolve disputes, and enforce our agreements.

Replies and Comments. If you use a blog or other feature to post information on this website, you should be aware that any information you submit there can be read, collected, or used by other users, and could be used to send you unsolicited messages. We are not responsible for the Personally Identifiable Information you choose to submit through these features. To request removal of your information, contact us at support@elemica.com. In some cases, we may be unable to remove your information, in which case we will let you know if we are unable to do so and why.

Third Party Sites. We may provide links to third party sites, such as those of our business partners and customers. While we try to link only to sites that share our high standards and respect for privacy, we do not control, and we are not responsible for, the privacy practices of these sites. We encourage you to review their privacy policies to learn more about what, why and how they collect and use information.

Children. Our Site contains business-related content and is for adult use only. We do not knowingly solicit or collect personal information from or about individuals under the age of 18 years.

Dispute Resolution. Any questions or concerns regarding the use or disclosure of your information should be directed to our legal department. We will investigate and attempt to resolve complaints and disputes in accordance with the principles contained in this Policy. For complaints that we cannot resolve, we have agreed to participate in the dispute resolution procedures of the panel established by the European or Switzerland data protection authorities to resolve disputes pursuant to the Safe Harbor principles.

Changes to this Privacy Policy. We reserve the right to modify or amend this Privacy Policy. If we make significant changes, we will post the revised Policy to the Site at least 30 days before such changes take effect.

Contacting Us. We are committed to protecting your information and helping you manage your privacy. If you have any questions or concerns about this Privacy Policy, please refer to the appropriate contact below:

Accessing or Correcting Customer Information and General Inquiries:

Email: support@elemica.com

Phone: 1-800-ELEMICA (U.S. and Canada) or 00-800-4-353-6422 (Europe, except Scandinavia).

Questions about Marketing Communications:

Email: mediarelations@elemica.com

Questions about this Privacy Policy or our use of Customer Information:

Email: legal@elemica.com

Mailing Address:

550 East Swedesford Road, Suite 310
Wayne, Pennsylvania 19087 USA

This Privacy Policy was last updated on April 1, 2015.