

Privacy Policy

Effective Date: July 12, 2018 Protecting your privacy is important to ExakTime. We strive to keep your personal information confidential. By ensuring that you are aware of and understand the ExakTime Privacy Policy, we can provide you with better service. Please take a moment to read the following policy to learn how we collect, use, disclose, and protect your personal information. We also describe to whom and under what circumstances we may disclose your personal information, and explain your choices regarding the collection, use, and disclosure of your personal information. This Privacy Policy applies to this website (www.exaktime.com), our mobile sites, mobile applications, and devices (collectively, the “Sites”), and any other personal information obtained when you call, email, or otherwise communicate with ExakTime. **By accessing the Sites on any computer, mobile phone, tablet, or other device, making a purchase from ExakTime, or otherwise interacting with ExakTime, you agree to the terms of this Privacy Policy.** If you do not agree to the policy, please do not use the Sites. The ExakTime Privacy Policy is subject to change at any time. We encourage you to review the privacy policy at www.exaktime.com regularly for any changes. We will post a current version at www.exaktime.com.

Why we collect personal information.

ExakTime collects and uses your personal information to give you superior customer service, to provide you with convenient access to our products and services, and to make certain services available to you. In addition, we use your personal information to keep you up to date on the latest product announcements, software updates, and other information we think you’d like to hear about. From time to time, we may also use your personal information to contact you to participate in a market research survey, so that we can gauge customer satisfaction and develop better products.

How we collect personal information.

We collect information about you in several ways. For example, we might ask you or your employer for your name, photograph, address, phone number, mobile phone number, or

ask to be included in an email mailing list, we collect and store the information you provide in a secure database. Also, when you use the ExakTime Mobile-Time Clock Application and other products or devices, we might collect information about your GPS location data and your mobile device, including a unique identifier for your device. For the avoidance of doubt, location data is only collected when the ExakTime Mobile-Time Clock is in use. In addition, by using the ExakTime Mobile-Time Clock Application you may be asked for permission to access data on your mobile device, such as photos. We will only access this data with your consent. Please note that some functions of the ExakTime Mobile-Time Clock Application are only available if you allow access to requested content. You may be able to opt-out of certain functions of the ExakTime Mobile-Time Clock Application by changing the settings on your mobile device. For specific instructions, please refer to the instructions provided for your mobile device. Furthermore, ExakTime software applications may communicate via the ExakTime web services platform, which may include the transmission of personally identifiable information.

Collecting other personal information.

When you connect to ExakTime's websites, including ExakTime.com, JobClock.com and ExakTime's cloud service, you are generally able to do so anonymously. Your browser, however, automatically tells us information like your IP address and the type of computer and operating system you are using. If you are using the ExakTime web service platform, personal information may be transmitted between your computer and ExakTime's web services platform in order to provide you with the services you have requested. Services provided to you may include, but are not limited to, location mapping, data archival, data transmission, synchronization and data viewing. Like many websites, the ExakTime website uses "cookie" technology. Cookies are small text files that are placed on your computer. Your Web browser may give you the option to refuse cookies. You may not be able to use some or all of the features of the Sites if you disable or delete cookies. When you first connect to our site, the cookie identifies your browser with a unique, random number. The cookies we use do not reveal any personal information about you, except perhaps your first name so we can welcome you on your next visit. Cookies help us understand which parts of our websites are the most popular, where our visitors are going, and how long they spend there. We use cookies to study traffic patterns on our site so we can make the site even better. In some of our emails to you, we use a "click-through URL." When you click one of these URLs, you pass through our web server before arriving at the website that is your destination. We track click-throughs to help us

ExakTime works with other companies that help us provide ExakTime products and services to you, and we may provide your personal information to these companies. For example, we give shipping companies this information so they can deliver your products efficiently. The information they receive is for shipping and delivery purposes only, and we require that the companies safeguard your personal information in accordance with ExakTime's policies. From time to time, we may establish marketing relationships with other people or entities whom we believe to be trustworthy and whom we have asked to confirm that their privacy practices are consistent with ours. We may disclose to third parties certain Usage Data regarding the Sites. Your Usage Data may be aggregated with the Usage Data of others and not identify you individually or it may include associated data that does identify you. In addition, ExakTime uses Google Analytics to monitor activity on the Sites. To learn how Google Analytics collects and processes data, please visit: "How Google uses data when you use our partners' sites or apps" located at www.google.com/policies/privacy/partners. At times we may be required by law or legal process to disclose your personal information. We may also disclose information about you if we believe that disclosure is necessary for the public interest. We may share personal information and Usage Data with businesses controlling, controlled by, or under common control with ExakTime. If ExakTime is merged, acquired, or sold, or in the event of a transfer of some or all of our assets, we may disclose or transfer personal information and Usage Data in connection with such transaction.

How we protect your personal information.

ExakTime safeguards the security of the data you send us with physical, electronic, and managerial procedures. That said, no data transmission over the Internet or other network can be guaranteed to be 100% secure. As a result, while we strive to protect information transmitted on or through the Sites, we cannot and do not guarantee the security of any information you transmit on or through the Sites, and you do so at your own risk. We urge you to take every precaution to protect your personal data when you are on the Internet. Change your passwords often, use a combination of letters and numbers, and make sure you use a secure browser.

Access to your personal information.

We respect your right to access and correct your personal information. You may access your personal information by signing into your account. From there, you can correct or modify your information. You may also exercise your rights, subject to applicable laws, to request that we delete or restrict access to your personal data. We may need to retain it for legally permitted purposes and this will be explained to you if necessary. If you need

We will occasionally send members of our distribution list information and valuable offers by mail or e-mail, or text message if you have expressly agreed to receiving text messages. You may unsubscribe from our marketing lists at any time. To unsubscribe from receiving marketing e-mails, please click on the appropriate link at the bottom of any marketing e-mail from ExakTime or by signing into your account on the Sites and changing your e-mail preferences. You can also contact us directly to unsubscribe from mail, e-mail, or text communications by e-mailing us at info@exaktime.com. You can access the information we have about you. If you would like to review personal information that ExakTime may have about you, email us at info@exaktime.com.

Our companywide commitment to privacy.

To make sure your personal information remains confidential, we communicate these privacy guidelines to every ExakTime employee. ExakTime does not knowingly solicit personal information from children or send them requests for personal information. ExakTime's websites may contain links to other websites. ExakTime does not share your personal information with those websites, except to the extent required to deliver services from those websites, and is not responsible for their privacy practices. A link to a third party's website does not mean that we endorse it or that we are affiliated with it.

We do not exercise control over third-party websites. You access such third-party websites or content at your own risk. We encourage you to learn about the privacy policies of those companies. If we are going to use your personal information differently from that stated at the time of collection, we will try to contact you via email using the most recent information we have. If you have not given us permission to communicate with you, you will not be contacted, nor will we use your personal information in a new manner.

Your California privacy rights.

This Policy describes how we may share your information for marketing purposes. You may contact us with any questions and, to the extent applicable, to request once a calendar year a list of third parties to whom we may disclose information for their own marketing purposes and the categories of information we may disclose.

Processing outside of your location.

Please be aware that your personal information and communications may be transferred to and maintained on servers or databases located outside your state, province, or country. Please be advised that we process and store information in the United States. The laws in the United States may not be as protective of your privacy as those in your

Contact us.

If you have any questions about this Privacy Policy, your dealings with ExakTime, wish to unsubscribe from any of our marketing lists, or want to update your information, you can contact us at:

Customer Support

ExakTime 27001 Agoura Road Calabasas, CA 91301 support@exaktime.com 888-788-8463

Privacy policy changes.

We may change this Privacy Policy from time to time. If we decide to change this Privacy Policy, we will inform you by posting the revised Privacy Policy on the Sites or in another manner as appropriate. Those changes will go into effect on the “Effective Date” shown in the revised Privacy Policy. By continuing to access or use the Sites, you consent to the revised Privacy Policy. We recommend that you frequently check the website for recent changes.