## DRUND PRIVACY POLICY

This Policy was last revised on April 18, 2014.

## General Information

Each company or organization on Drund lives in a separate Community that assures the privacy of its Members and the User Content posted in that Community. Here’s how it works:

* Your Community is defined by your company or organization’s email domain. For example, all users who sign up with a “widget.com” email address would be part of the widget.com Community. To join a Community, you must confirm your email address.
* Only the people in your Community can view the Member profiles and feeds.
* Users can require anyone else in their Community to re-confirm their email address at any time to prove they still belong in that Community. You can use this feature to remove former colleagues. Community administrators can also remove a user at any time.
* Community Administrators can impose additional security requirements, such as secure sessions, password policies, and restricting access to the IP range of their VPN.
* Companies who create their Community own the User Content created by their employees. Until that point, Users own their own User Content. The Company does not own User Content. Community Administrators can request that messages posted to their Community be securely exported to a company designated destination for archival and backup purposes.

###  Collection of Information

When you visit our Website we may collect information regarding your visit from your computer. Such information helps us to determine information about how you found our Website, the date that you visited our Website and search engines that may have led you to our Website. We collect this information in order to continually improve and enhance the functionality of the Service.

Generally, you may provide us with two types of information, User Content, which may include Personal Information, and Website Usage Information, both of which are discussed in greater detail below.

### Personal Information You Choose to Provide

In order to make your use of the Service as enjoyable as possible, We may ask you for Personal Information. Personal Information includes, for example, your name and email address, both of which you are asked to provide when registering with us. Below is a description of some of the ways that You may provide Personal Information to us.

###### Sign-Up Information and Profile

You provide us with Personal Information, such as your name and email address, when you register a Member account with the Website. You may also choose to add information, such as a photo, to your profile.

###### Contact Us/Feedback

If You email us through the “contact” us link on our Website, We may ask you for information such as your name and email address so we can respond to your questions and comments. If you choose to correspond with us via email, we may retain the content of your email messages, your email address and our response to you. In certain cases we may post content from your emails to us on the Our Website, provided however, such use shall not include any Personal Information or User content.

###### Questionnaires and Surveys

We may occasionally ask users of our Website to complete online surveys and opinion polls about their activities, attitudes and interests. These surveys help us better serve you and improve the usefulness of the Service. In requesting your participation in these surveys we may ask you to provide you name and email address to us.

###### User Content

Our Website offers its users the opportunity to share User Content – for instance, on bulletin boards and blogs and in chat rooms. If you choose to use these features, you should be aware that any Personal Information you submit through these features can be read, collected, or used by other viewers of these forums and could be used to send you unsolicited messages. We are not responsible for the Personal Information you choose to submit in these forums.

### Website Usage Information

###### Cookies

We may use “cookies” on or in connection with our Website to maintain information about you. A cookie is a very small text document, which often includes an anonymous unique identifier. The Company employs the use of both “session” cookies and “persistent” cookies. A persistent cookie remains on your hard drive after you close your browser. Persistent cookies may be used by your browser on subsequent visits to the Website. Persistent cookies can be removed by following your web browser’s directions. A session cookie is temporary and disappears after you close your browser.

When You visit our Website, our computer may ask your computer for permission to employ the use of a session or persistent cookie. Our Website will then send a cookie to your browser if your browser’s preferences allow it, but (to protect your privacy) your browser only permits our Website to access the cookies it has already sent to you and not the cookies sent to you by other websites.

Most web browsers can be adjusted to inform you when a cookie has been sent to you and provide you with the opportunity to refuse that cookie. However, refusing a cookie may, in some cases, preclude you from using, or negatively impact the display or function of, our Website or certain areas or features of our Website.

###### IP Address and Clickstream Data

When you request pages from our Website, our servers may log your IP Address and domain name, the referring page that linked you to us (e.g., another website or a search engine), the pages you visit on this Website, information about the type of web browser, computer, platform, related software and settings you are using; any search terms you have entered, and other web usage activity and data logged by our web servers. We use this information for internal system administration, to help diagnose problems with our servers and to administer our Website. Such information may also be used to gather broad demographic information, such as country of origin and Internet Service Provider. We may also link this information with Personal Information.

**3**. **Device information**

We may collect device-specific information (such as your hardware model, operating system version, unique device identifiers, and mobile Community information including phone number). We may associate your device identifiers or phone number with your Drund Account.

**4. Log information**

When you use our services or view content provided through the Service, we may automatically collect and store certain information in [server logs](http://www.google.com/intl/en/policies/privacy/key-terms/#toc-terms-server-logs). This may include:

* + - details of how you used our service, such as your search queries.
		- telephony log information like your phone number, calling-party number, forwarding numbers, time and date of calls, duration of calls, SMS routing information and types of calls.
		- [Internet protocol address](http://www.google.com/intl/en/policies/privacy/key-terms/#toc-terms-ip).
		- device event information such as crashes, system activity, hardware settings, browser type, browser language, the date and time of your request and referral URL.
		- cookies that may uniquely identify your browser or your Drund Account.

**6. Location information**

When you use a mobile device (such as a mobile telephone or a tablet computer), we may collect and process information about your actual location, like GPS signals sent by a mobile device. We may also use various technologies to determine location, such as sensor data from your device that may, for example, provide information on nearby Wi-Fi access points and cell towers.

**7. Unique application numbers**

Certain services include a unique application number. This number and information about your installation (for example, the operating system type and application version number) may be sent to the Company when you install or uninstall that service or when that service periodically contacts our servers, such as for automatic updates.

8. **Local storage**

We may collect and store information (including personal information) locally on your device using mechanisms such as browser web storage (including HTML 5) and application data caches.

Any or all of these activities with regard to the above-described Website Usage Information may be performed on our behalf by our third-party service providers.

### Rights to Opt In/Opt Out

You have the right to “opt in” and/or “opt out” of certain uses of your Personal Information by the Company. For example, if you are prompted to provide Personal Information on this Website or in connection with our communications to you, you may have the opportunity to elect whether you would like to receive such correspondence from us. You may opt out of our promotional e-mails by clicking on the opt-out or “unsubscribe” link within the email you receive. You can also make this request by sending an email to help@drund.com, specifying whether: (i) you would like to opt out of receiving promotional correspondence from the Service in general, or just via e-mail, postal mail and/or by phone, and/or whether (ii) you would only like to opt out of certain of our e-newsletters or correspondence.

Please understand that if you opt out of receiving promotional correspondence from us, we may still contact you in connection with your relationship, activities, transactions and communications with us.

### Use and Disclosure of Personal Information

When you upload or otherwise submit User Content to our Service, you give Us (and those we work with) a worldwide license to use, host, store, reproduce, modify, create derivative works (such as those resulting from translations, adaptations or other changes we make so that your content works better with our Service), communicate, publish, publicly perform, publicly display and distribute such content. The rights you grant in this license are for the limited purpose of operating, promoting, and improving our Service, and to develop new ones. This license continues even if you stop using our Services. If You(or the Community Administrator, if You are part of a Community) cancel or terminate the use of the Service, your User Content and Personal Information will be deleted by Us within thirty (30) days after you unsubscribe from the Service. Once we have deleted your User Content and Personal Information, it will not be recoverable by You or by Us*.*

We will use your Personal Information to respond to your requests and to provide you with our product and service offerings. We may match information collected from you through different means or at different times, including both Personal Information and Website Usage Information, and use such information along with information obtained from other sources, including (without limitation) any of our other websites and third parties. If you choose to import your address book contacts as part of Our invitation process, we may store those names and emails and display them to other Community members on the Website in order to customize the Service for you and to enable you and coworkers in your Community to generate subsequent invitations. We may send you notices (for example, in the form of emails, mailings, and the like), and otherwise correspond with you, about products, Service, companies, events, sponsored by us and others, that we think might interest you. You may opt out of receiving such notices from us by following the instructions in the Rights to Opt In/Opt Out section above.

In addition, we may analyze user behavior as a measure of interest in, and use of, our Website and emails, both on an individual basis and in the aggregate. We will not share, rent or sell your Personal Information to other parties, except as provided in this Privacy Policy.

### Sharing Information with Third Parties

###### Service Providers

We may use third-party partners to help us operate and maintain our Website and deliver the Service. We may also share your Personal Information and Website Usage Information with our service providers and other third parties (“Affiliated Parties”) that provide products or Service for or through this Website or for our business (such as website or database hosting companies, address list hosting companies, communications providers, email service providers, analytics companies, distribution companies, fulfillment companies, credit card processing companies and other similar service providers that use such information on our behalf).

Third-party service providers are contractually restricted from using or disclosing the Personal Information and Website Usage Information except as necessary to perform Service on our behalf or to comply with legal requirements, or otherwise subject to the terms of this Privacy Policy.

###### Aggregate Statistics

We may disclose non-personally identifiable aggregate statistics regarding user behavior as a measure of interest in, and use of, our Website and emails to third parties in the form of aggregate data, such as overall patterns or demographic reports, which do not describe or identify any individual user. Information relating to aggregate statistics may be collected through the use of third-party cookies and other third party tracking devices.

###### Legally Compelled Disclosures

We may disclose your Personal Information if required to do so by law or subpoena or if we believe that such action is necessary to (a) conform to the law, comply with a judicial or court order or comply with legal process served on us or Affiliated Parties; (b) protect and defend our rights and property, the Website, the users of the Website, and/or our Affiliated Parties; or (c) act under circumstances to protect the safety of users of our Website, us, or third parties.

###### Business Transfer

We reserve the right to transfer any information we have about you in the event we sell or transfer all or a portion of our business or assets. Should such a sale or transfer occur, we will use reasonable efforts to direct the transferee to use personal information you have provided through this Website in a manner that is consistent with this Privacy Policy.

### Consent to Worldwide Transfer and Processing of Personal Data

By providing Personal Information to us through this Website, you agree that it may be used by us and our Affiliated Parties for the purposes described herein and you further understand and consent to the collection, maintenance, processing and transfer of such information in and to the United States and other countries and territories, which may have different privacy laws from your country of residence and which may afford varying levels of protection for your Personal Information. Regardless of the laws in place in these countries, we will treat the privacy of your information in accordance with this Privacy Policy. By providing your Personal Information to this Website, you consent to our transmission to, and processing of your information in, any jurisdiction, in accordance with this Privacy Policy.

### Your Access and Correction Rights

You retain the right to decline to submit Personal Information to Us, in which case We may not be able to provide certain Service to you. However, if you choose to provide Personal Information to Us, we will provide you with the ability to access, correct, update or delete the Personal Information you have provided to this Website by accessing the password protected, web based administrative console by supplying your valid login credentials, or by emailing support@drund.com. We will respond to your request within 30 days. However, before we are able to provide you with any information or correct any inaccuracies via email, we may ask you to verify your identity and provide other details to help us to respond to your request.

### Third-Party Websites

When you are on this Website you may have the opportunity to visit, or link to, other websites, including other websites operated by Us or by unaffiliated third parties. These websites may collect Personal Information about you, and because this Privacy Policy does not address the information practices of those other websites, you should review the privacy policies of such other websites to see how they treat your Personal Information.

### Privacy of Minors

This Website is not directed to children under the age of thirteen and we do not knowingly collect personal information from children under the age of thirteen on our Website. If we become aware that we have inadvertently received personal information from a visitor under the age of thirteen on our Website, we will delete the information from our records.

### Security

The Company uses commercially reasonable and industry standard physical, managerial and technical safeguards to preserve the integrity and security of your Personal Information. We also use Secure Sockets Layer (SSL) encryption to transmit sensitive information. While the Company endeavors to protect the security and integrity of sensitive Personal Information provided to this Website, due to the inherent nature of the Internet as an open global communications vehicle, we cannot guarantee that information, during transmission through the Internet or while stored on our systems or otherwise in our care, will be safe from intrusion by others, such as hackers.

If you contact us by email or a “contact us” or similar feature on the Website, you should be aware that your transmission might not be secure. An unaffiliated third party could view information you send by these methods in transit. We will have no liability for disclosure of your information due to errors or unauthorized acts of third parties during or after transmission.

In the unlikely event that we believe that the security of your Personal Information in our possession or control may have been compromised, we may seek to notify you of that development. If a notification is appropriate, we would endeavor to do so as promptly as possible under the circumstances, and, to the extent we have your email address, we may notify you by email. You consent to our use of email as a means of such notification. If you prefer for us to use another method to notify you in this situation, please email us at support@drund.com with the alternative contact information you wish to be used.

### Updates to Our Privacy Policy

This Privacy Policy may be updated periodically and without prior notice to you to reflect changes in our online information practices. To see the most recent changes, please visit our site at [www.drund.com](http://www.drund.com) for updates.

### Contact Us

If you have any questions or comments about this Privacy Policy, or if you would like to review, delete or update information we have about you or your preferences, please contact us at info@drund.com.