

ServOP respects your privacy and we appreciate your interest in our organization. This Privacy Policy covers our collection, use and disclosure of information we collect through our websites (collectively referred to in this Policy as our “ServOP websites”). The use of information collected through our ServOP service shall be limited to the purpose of providing the service(s) for which you have engaged ServOP. We will share your personal information with third parties only in the ways that are described in this privacy statement.

If you have questions or complaints regarding our privacy policy or practices, please contact us at [info@servop.com](mailto:info@servop.com)

## Terms of Use

Please note that your use of our ServOP websites is also subject to our ServOP End User License Agreements associated with such ServOP websites.

## Information we collect and how it is used

ServOP gives users the option of providing contact information or account registration information, including name, phone, and e-mail address, as a requirement. If you choose to purchase a service from us or access some of our training materials we will collect information from you such as and credit card number billing name and address. Providing this information is voluntary which we use internally and with ServOP partners. All information collected while within the ServOP websites shall hereby be referred to as (“Collected Information”). When using our mobile applications we may implement in the future, we may collect information from your device such as unique device ID, device’s operating system, MAC address, and device type (“Device Information”). We will not provide your Device Information to any third party except those independent services such as credit card processing and remote servers who store data. Such third party providers meet or exceed industry standards for protecting user information. When using our future mobile applications we may collect your Geo Location data in order to help find services located near you. If you have previously consented to the collection of your Geo Location data and no longer wish to have it used, you can turn it off at the device level.

Information you provide may be used by ServOP for marketing purposes, including but not limited to, one-off promotional e-mailing, direct mail, and sales contacts. We will honor all requests for list removal sent to [info@servop.com](mailto:info@servop.com). If you provide your information to ServOP, at any time you can opt-out, which will allow you to save your personal information with ServOP, but ServOP will not use your information for marketing purposes.

## Service Providers

We use other third parties such as credit card processing companies to bill you for services, a support provider to help us collect feedback and manage our support and an email service provider to send out emails on our behalf. We may implement live chat software to assist you if you have questions while using our site or regarding our service. When you sign up for our services, we will share your Collected Information only as necessary for the third party to provide that service.

## Access to Personal Information

If you’re Collected Information changes, or if you no longer desire our service, you may correct, update, and delete/deactivate it by logging into your account and making the appropriate changes or by emailing our customer support. We will respond to your request within 30 days.

## Tracking Technologies

ServOP employs, or our third party advertising partners employ, various tracking technologies, such as cookies, web beacons and analytics software, that help us better manage content on our ServOP websites by informing us what content is effective.

### Cookies

When you visit our ServOP websites we send one or more “cookies” to your computer or other devices. Cookies are alphanumeric identifiers stored on your computer through your web browser and are used by most websites to help personalize your web experience. Some cookies may facilitate additional site features for enhanced performance and functionality such as remembering preferences, allowing social interactions, analyzing usage for site optimization, providing custom content, allowing third parties to provide social sharing tools, and serving images or videos from third party websites. Some features on this site will not function if you do not allow cookies. We may link the information we store in cookies to any Collected Information you submit while on our site.

We use both session ID cookies and persistent cookies. A session ID cookie expires when you close your browser. A persistent cookie remains on your hard drive for an extended period of time. Persistent cookies enable us to track and target the interest of our users to enhance the experience on our site. You can remove persistent cookies by following directions provided in your Internet browser’s “help” file.

**Functional cookies**, persistent and session type, store information to enable core site functionality, such as Live Chat and Client ID remembrance.

**Analytics cookies** allow us to count page visits and traffic sources so we can measure and improve the performance of our site and our marketing.

**Advertising cookies** may be set through our website by our advertising partners. Data may be collected by these companies that enable them to serve up advertisements on other sites that are relevant to your interests. If you reject cookies, you may still use our site, but some features on the site will not function properly.

### Web Beacons

ServOP may use Web Beacons alone or in conjunction with cookies to compile information about our ServOP websites. Web Beacons are tiny graphic objects that are embedded in a web page or email and are usually invisible to the user but allows checking that a user has viewed the page or email. Web Beacons may be used within the ServOP websites to track email open rates, web page visits or form submissions. In some cases, we tie the information gathered by Web Beacons to our customers’ Collected Information.

**Third Party Tracking Technologies** The use of cookies and web beacons by any tracking utility company or third party service provider is not covered by our privacy statement. We do not have access or control over these cookies.

### Analytics Software

We and our third party tracking-utility partners use log files on our ServOP websites to gather certain information automatically and store it for analytical purposes. This information includes internet protocol (“IP”) addresses, browser type, internet service provider (ISP), referring/exit pages, operating system, date/time stamp, and clickstream data. We use this information to track and aggregate non-personal information to analyze trends, administer the site, track users’ movements around our ServOP websites and to gather demographic information about our user base in the aggregate.

### Advertising Networks

We partner with third party ad network(s) to either display advertising on our ServOP websites or to manage our advertising on other sites. Our ad network partners use cookies and web beacons to collect non-personally identifiable information about your activities on this and other web sites to provide you targeted advertising based

upon your interests. If you wish to not have this information used for the purpose of serving you targeted ads, you may opt-out. Please note this does not opt you out of being served advertising. You will continue to receive generic ads.

### **Social Media Features and Widgets**

Our ServOP websites include social media features, such as the Facebook Like button and widgets, such as the Share this button or interactive mini-programs that may run on our site. These features may collect your IP address, which page you are visiting on our site, and may set a cookie to enable the feature to function properly. Social Media Features and Widgets are either hosted by a third party or hosted directly on our ServOP websites. Your interactions with these Features are governed by the privacy policy of the company providing it.

### **Facebook Connect**

ServOp reserves the right to create an option to allow log in to our some of our services using sign-in services such as Facebook Connect or an Open ID provider. These services will authenticate your identity and provide you the option to share certain personal information with us such as your name and email address to pre-populate our sign up form. Services like Facebook Connect give you the option to post information about your activities on this Web site to your profile page to share with others within your network.

### **Tell-A-Friend**

We may provide you for the opportunity to use our referral service to tell a friend about one of our website via SMS or email. We will ask you for your friend's email address or telephone number. We will automatically send your friend a one-time email or SMS message inviting them to visit our website. ServOP stores this information for the sole purpose of sending this one-time email or SMS and tracking the success of our referral program. Your friend may contact us at [info@servop.com](mailto:info@servop.com) to request that we remove this information from our database.

When using this feature we will access the contact list of your device for the sole purpose of assisting you in finding individuals to whom you wish to send these communications. Please also note that when using the SMS feature charges from your carrier may apply.

### **Testimonials, Ratings and Reviews**

We post customer testimonials on our ServOP websites which may contain Collected Information. We obtain the customer's consent via email prior to posting the testimonial and attaching the users name along with their testimonial. If you want your testimonial removed, please contact us at [info@servop.com](mailto:info@servop.com). We also partner with a third party service provider to collect and display ratings and review content on our web site. If the content collected by the third party for display includes personally identifiable information, it will be rejected and will not be posted unless explicit consent is provided by the customer.

### **Links to Other Web Sites**

Our Site includes links to other web sites whose privacy practices may differ from those of ServOP. If you submit personal information to any of those sites, your information is governed by the privacy policy/ statements governing that particular site. Please carefully read the privacy statement of any Web site you visit.

### **Public Forum**

Our Web site may offer publicly accessible message boards, blogs, and community forums. Please keep in mind that if you directly disclose Collected Information through ServOP public message boards, blogs, or forums, this information may be collected and used by others. To request removal of your personal information from our blog or

community forum, contact us at [info@servop.com](mailto:info@servop.com). In some cases, we may not be able to remove your personal information, in which case we will let you know if we are unable to do so and why.

### **Information Related to Data Collected for our Subscribers**

The following terms shall have the definitions contained below.

Subscriber shall mean the business or entity that purchased a subscription to the ServOP Software as a Service via entering into the ServOP Service Agreement (“SSA”).

Customer shall mean the businesses or individuals scheduling and purchasing products and services from SUBSCRIBER, if any.

### **Service Provider Collection and Use**

ServOP collects information under the direction of its Subscribers, and has no direct relationship with the individuals whose personal data it processes.

### **Choice**

ServOP collects information for our Subscribers. If you are a Customer of one of our Subscribers and would no longer like to be contacted by one of our Subscribers that use our service, please contact the Subscriber that you interact with directly.

### **Service Provider, Sub-Processors/Ownward Transfer**

ServOP may transfer Collected Information to third parties that help us provide our service. Transfers to these third parties are covered by the provisions in this Policy regarding notice and choice and the service agreements with our Subscribers.

### **Access to Data Controlled by our Subscribers**

ServOP has no direct relationship with the Customers whose personal data it processes. A Customer who seeks access, or who seeks to correct, amend, or delete inaccurate data should direct his query to the Subscriber. If the Subscriber requests ServOP to remove the data, we will respond to their request within 30 business days.

Additional Information

### **Legal Disclosure**

We reserve the right to disclose the Collected Information upon the following circumstances:

- 1 As required by law, such as to comply with a subpoena, or similar legal process.
- 2 when we believe in good faith that disclosure is necessary to protect our rights, protect your safety or the safety of others, investigate fraud, or respond to a government request.
- 3 To any other third party with your prior consent to do so.
- 4 If ServOP is involved in a merger, acquisition, or sale of all or a portion of its assets, you will be notified via email and/or a prominent notice on our Web site of any change in ownership or uses of your Collected Information, as well as any choices you may have regarding your personal information.

### **Data Retention**

We will retain your Collected Information and the Collected Information we process on behalf of our Subscribers for as long as your account is active or as needed to provide you and our Subscribers services. We will retain and use this information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

### **Security of your Information**

The security of personal information is a high priority at ServOP. We maintain our ServOP websites and utilize third party partners who meet or exceed industry standards to protect against loss, unauthorized access, destruction, misuse, modification and improper disclosure. When you enter sensitive information (such as a credit card number) on our order forms or the forms of our associated billing service, the transmission of that information is encrypted using secure socket layer technology (SSL). No computer system or information can ever be fully protected against every possible hazard. ServOP is committed to providing reasonable and appropriate security controls to protect our web sites and their information against foreseeable hazards. If you have any questions about security on our web site, you can contact us at [info@servop.com](mailto:info@servop.com).

### **Changes to this Privacy Policy**

ServOP reserves the right to change this Privacy Statement. ServOP will provide notification of the material changes to this Privacy Policy through notifications on the main page of this site or via email at least thirty (30) business days prior to the change taking effect.

### **Contact Us**

If you have any questions regarding this Privacy Statement you can contact us via email at [info@servop.com](mailto:info@servop.com).