

# **VIDEO GENIE, INC. PRIVACY POLICY**

## **Scope of Policy**

This privacy policy covers your use of VideoGenie, Inc.'s online web portal (the "VideoGenie Portal"). This policy applies to online and offline collection, storage, processing and transfer of personal information.

We, meaning VideoGenie, Inc., endeavor to obtain personal information lawfully and by fair means, and comply with relevant global privacy and data protection laws and regulations.

## **What Information We Collect**

We collect certain personal information, including non-personally identifiable information (NPI) and personally identifiable information (PII), that is given to us by you, including your name, date of birth, address and email address. We do not knowingly collect PII from anyone under the age of 13.

## **How We Use Information**

- We currently do not sell, rent, lease, share or transfer the personal information we collect.
- We use PII where permitted by or required by law, for internal record keeping, to enforce our rights, protect our property, comply with legal or regulatory requirements or protect your safety.
- We may use cookies in connection with the VideoGenie Portal.

## **Your Choices and Rights**

- Upon request, will make reasonable efforts to correct, change, or remove your personal information on a timely basis. Please be aware that we may not be able to expunge all information from historical log records or when legally required to keep the information.
- We will address promptly any complaints or disputes regarding your personal information or our privacy policy. We will utilize independent mediation if we cannot resolve privacy concerns directly with a user. We will assist a user in achieving satisfaction with you if there are privacy issues or concerns.

## **Children's Privacy**

The VideoGenie Portal is not intended for use by persons under 13 years of age. We do not knowingly collect or maintain PII or NPI from persons under 13 years of age, and no part of the VideoGenie Portal is directed to persons under 13. If we learn that personal information of persons less than 13 years of age has been collected without verified parental consent, we will take reasonable and appropriate steps to delete this information.

## **Data Processing in the United States**

Please be aware that personal information may be transferred to, and maintained on, servers or databases located outside your state, province, country or other jurisdiction where the privacy laws may not be deemed as protective as those in your location. Please be advised that we process and store all information in the United States and your consent to this Privacy Policy represents your agreement and understanding to this processing.

## **VIDEO GENIE, INC. PRIVACY POLICY**

### **Access to Your Data & Accuracy**

Accurate data is important and necessary to provide the VideoGenie Portal to you. We take steps to ensure that the personal information we collect and process is accurate, complete, and current. Nonetheless, we depend on you to update or correct their personal information.

You may access, change or delete your personal information at any time. We will make reasonable efforts to correct, change, or remove your information on a timely basis. Please be aware that we may not be able to expunge information 1) from historical log records or 2) when legally required to keep the information.

### **Data Security**

We make efforts to implement commercially reasonable data security measures on our systems that are designed to protect against unauthorized access to or unauthorized alteration, disclosure or destruction of data. However, please be aware that no data transmissions over the Internet can be guaranteed to be secure. As a result, we cannot ensure or warrant the security of any information you transmit to us and you do so at your own risk.

We encrypt personal information using Secure Sockets Layer (SSL) technology to ensure that your information is safe during transmission over the Internet.

### **Redress and Enforcement**

VideoGenie will make every attempt to ensure user satisfaction if there is ever an issue or concern with the VideoGenie Portal. You may contact us directly by one of the methods shown in the [Contact Us](#) section of this policy if you have a question or concern regarding the privacy or security of your personal information. We will contact you within 30 days with a resolution or answer to your question.

From time to time, we will review our information collection, use, and disclosure practices in order to ensure that we are complying with our privacy policy and applicable laws and regulations. If you have any concerns about the privacy or security of your personal information, please [Contact Us](#).

### **Changes to our Policy/Acceptance**

This privacy policy may be revised by VideoGenie in its sole discretion at any time. We will endeavor to distribute any substantive change to our policy 30 days prior to the change taking effect.

We will request your permission if there is a substantive change in the way your personally identifiable information may be used, shared or transferred. Your continued use of the VideoGenie Portal after the privacy policy has been revised and distributed will signify your acceptance of such revised terms for information provided by you. We encourage you to review our privacy policy whenever you use the VideoGenie Portal to make sure you understand how your information will be collected and used.

### **Contact Us**

If you have any concerns with our privacy policy, practices or need further information, please contact us by one of the following methods:

## **VIDEO GENIE, INC. PRIVACY POLICY**

Mail: VideoGenie, Inc.

855 Oak Grove Avenue, Suite 105

Menlo Park, CA 94025

Telephone: 877-392-2235

Email: accounts@videogenie.com

### **DEFINITIONS**

- Personally Identifiable Information (PII) includes any data that can identify, contact, or locate a specific individual – for example: name, address, email address, and telephone number.
- Non-Personally Identifiable Information (NPI) includes data that does not by itself identify a specific individual.
- Aggregate data is generally NPI about individuals that is combined into a total and essentially anonymous.
- Cookies are text files that are placed by a client server onto the browser of a visitor to a Web site. These files are generally harmless to the visitor's computer and can store navigation information as the visitor moves about a Web site. Generally, cookies do not provide PII about the individual who is using the computer (only the computer used to access the Web through what is known as the IP address). Cookies can perform many important and useful functions, such as:
  - They help Web site owners determine which sections of their sites are more appealing to their visitors.
  - They help speed the Web experience by eliminating the need to enter user names and passwords constantly.