

This is TimeWellScheduled's privacy policy. This document explains TimeWellScheduled's policies for the collection, use and disclosure of personal information.

TimeWellScheduled provides various computer and software related services.

## **THE INFORMATION WE COLLECT**

TimeWellScheduled collects information actively provided by its customers, and web and IP information required to provide the services.

Visitor details such as IP address, timezone, browser type, operating system, referring URL and errors generated are collected in order to analyze trends and improve our online services.

The types of personal information we collect include name, contact information, identification information, and payment information. We do not routinely monitor or record user activity or maintain logs of your internet activities. If we do need to monitor or record user activity to provide or enhance specific services, we will obtain your explicit permission before doing so. We may record calls to or from our customer service representatives for purposes of accuracy, performance reviews and training.

## **HOW WE USE THIS INFORMATION**

This information is used to provide our services to our customers including customer service, accounting, billing, collections, promotion, and product/service announcements and newsletters.

TimeWellScheduled may use aggregate or anonymous information which will not be linked to identified individuals for various other uses for itself and third parties.

## **WHO WE SHARE THIS INFORMATION WITH**

TimeWellScheduled does not share personal information with any third parties except as disclosed in this policy. Our services are provided through independent contractors who are bound by this privacy policy. TimeWellScheduled may provide personal

information to TimeWellScheduled's consultants, subcontractors and professional advisers (which shall be bound by privacy obligations) to assist TimeWellScheduled's uses disclosed herein.

## **SECURITY**

Personal information is stored in a combination of paper and electronic files. They are protected by security measures appropriate to the nature of the information.

## **ACCESSING INFORMATION**

Individuals may review their personal information contained in TimeWellScheduled files by contacting the TimeWellScheduled privacy officer. If an individual believes that any of their personal information is inaccurate, we will make appropriate corrections.

## **GENERAL**

TimeWellScheduled may amend this policy from time to time. If such amendments affect how TimeWellScheduled uses or discloses personal information already held by TimeWellScheduled in a material way, TimeWellScheduled will obtain consent.

Notwithstanding the general terms of this policy, the collection, use, and disclosure of personal information may be made outside of the terms herein to the extent provided for in any applicable privacy or other legislation in effect from time to time.

TimeWellScheduled may disclose personal information to another entity purchasing (including for diligence purposes prior to purchase) the assets of TimeWellScheduled, provided that entity abides by this or a similar privacy policy.

## **CONTACT US**

For more information on TimeWellScheduled and privacy please contact our Privacy Officer at: [support@timewellscheduled.com](mailto:support@timewellscheduled.com)