

## Privacy and Security Policy Statement

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OWNER INSITE, LLC (“OI”) has established the following privacy and security policies concerning use of construction project management services provided through software operated and maintained by OI and made accessible via <http://www.owner-insite.com> or one or more other websites or addresses designated by OI (the “Service”). OI reserves the right to update these policies from time to time within its reasonable discretion by posting notice of such policies on the OI web site(s).

It is OI’s policy to respect your privacy regarding any information we may collect while operating our websites.

### **Gathering of Non-Personally-Identifying and Potentially-Personally-Identifying Information from Website Visitors**

Like most website operators, OI collects non-personally-identifying information of the sort that web browsers and servers typically make available, such as the browser type, language preference, referring site, and the date and time of each visitor request. OI’s purpose in collecting non-personally identifying information is to better understand how OI’s visitors use OI’s websites. From time to time, OI may release non-personally-identifying information in the aggregate, e.g., by publishing a report on trends in the usage of one or more of its websites.

OI also collects potentially personally-identifying information like Internet Protocol (IP) addresses. OI does not use such information to identify its visitors, however, and does not disclose such information, other than under the same circumstances that it uses and discloses personally-identifying information, as described in this document.

### **Gathering of Personally-Identifying Information from Certain Visitors**

Certain visitors to OI’s websites choose to interact with OI in ways that require OI to gather personally-identifying information. The amount and type of information that OI gathers depends on the nature of the interaction. For example, we may ask visitors to provide a username and email address. Those who engage in transactions with OI – by purchasing access to our services for example – are asked to provide additional information, including as necessary the personal and financial information required to process those transactions. In each case, OI collects such information only insofar as is necessary or appropriate to fulfill the purpose of the visitor’s interaction with OI.

OI does not disclose personally-identifying information other than as described in this document. And visitors can always refuse to supply personally-identifying information, with the caveat that it may prevent them from engaging in certain website-related activities.

### **Statistics About the Behavior of Visitors**

OI may collect statistics about the behavior of visitors to its websites. For instance, OI may monitor the blogs on its sites or use spam screened by various services to help identify spam. OI may display this information publicly or provide it to others. However, OI does not disclose personally-identifying information other than as described in this document.

### **Protection of Certain Potentially-Personally-Identifying and Personally-Identifying Information**

OI discloses potentially-personally-identifying and personally-identifying information only to those of its employees, contractors and affiliated organizations that (1) need to know that information in order to process it on OI's behalf or to provide services available at OI's websites, and (2) that have agreed not to disclose it to others. Some of those employees, contractors and affiliated organizations may be located outside of your home country; by using OI's websites, you consent to the transfer of such information to them.

OI will not rent or sell potentially personally-identifying and personally-identifying information to anyone.

Other than to its employees, contractors and affiliated organizations, as described above, OI discloses potentially-personally-identifying and personally-identifying information only when required to do so by law, or when OI believes in good faith that disclosure is reasonably necessary to protect the property or rights of OI, third parties or the public at large.

If you are a registered user of a OI website and have supplied your email address, OI may occasionally send you an email to tell you about new features, solicit your feedback, or just keep you up to date with what's going on with OI and our products. If you send us a request (for example via a support email or via one of our feedback mechanisms), we reserve the right to publish it in order to help us clarify or respond to your request or to help us support other users.

OI takes all measures reasonably necessary to protect against the unauthorized access, use, alteration or destruction of potentially-personally-identifying and personally-identifying information.

### **Account Information and User Data**

OI does provide certain user registration and statistical information such as usage or user traffic patterns in aggregate form to third parties, but such information will not include personally-identifying information and the IP addresses of users will not be transmitted with messages sent from, under or in connection with User Accounts.

OI may access User Accounts, including User Data maintained under User Accounts, to respond to service or technical problems.

Users, and not OI, will have responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness and copyright of all User Data.

## **Cookies**

A cookie is a string of information that a website stores on a visitor's computer, and that the visitor's browser provides to the website each time the visitor returns. OI uses cookies to help OI identify and track visitors, their usage of OI website, and their website access preferences. OI visitors who do not wish to have cookies placed on their computers should set their browsers to refuse cookies before using OI's websites, with the drawback that certain features of OI's websites may not function properly without the aid of cookies.

## **Ads**

Ads appearing on any of our websites may be delivered to users by advertising partners, who may set cookies. These cookies allow the ad server to recognize your computer each time they send you an online advertisement to compile information about you or others who use your computer. This information allows ad networks to, among other things, deliver targeted advertisements that they believe will be of most interest to you. This Privacy and Security Policy Statement covers the use of cookies by OI and does not cover the use of cookies by any advertisers.

## **Privacy Policy Changes**

Although most changes are likely to be minor, OI may change its Privacy and Security Policy from time to time, and in OI's sole discretion.

OI encourages visitors to frequently check this page for any changes to its Privacy and Security Policy. If you have an account for any of our services, you should also check the site or sites through which we provide those services for alerts to these changes. Your continued use of this site after any change in this Privacy and Security Policy Statement will constitute your acceptance of such change and other advanced technology to prevent interference or access from outside intruders. Finally, OI provides unique user names and passwords that must be entered each time a user logs on. These safeguards help prevent unauthorized access, maintain data accuracy, and ensure the appropriate use of Data

## **Opt-Out Policy**

OI offers its visitors and users a means to choose how we may use information provided. If, at any time after registering for information or ordering services, you change your mind about receiving information from or about sharing your information with third parties, send us a request specifying your new choice. Simply send your request to [support@owner-insite.com](mailto:support@owner-insite.com).

## **Correcting & Updating Your Information**

If you need to update or change registration information you may so by editing the user or organization record. To update a user profile, your organization's data, log on to [www.owner-insite.com](http://www.owner-insite.com). To update billing information or discontinue the Service, email [support@owner-insite.com](mailto:support@owner-insite.com) or call (888) 336-3393.

## **Additional Information**

Questions regarding this Privacy and Security Policy Statement or the practices of this site should be directed to OI's Security Administrator by emailing such questions to [security@owner-insite.com](mailto:security@owner-insite.com).