

## **Telenotes Privacy Policy and Terms of Service**

Effective: August 13, 2019

Protecting your private information is our priority. This Statement of Privacy applies to the <https://telenotes.com> and Telenotes, Inc. and governs data collection and usage. For the purposes of this Privacy Policy, unless otherwise noted, all references to Telenotes, Inc. include <https://telenotes.com> and Telenotes. The Telenotes website is a SaaS CRM Application site. By using the Telenotes website, you consent to the data practices described in this statement.

### **Collection of your Personal Information**

Telenotes may collect personally identifiable information, such as your name. If you purchase Telenotes's products and services, we collect billing and credit card information. This information is used to complete the purchase transaction. Telenotes may also collect anonymous demographic information, which is not unique to you, such as your age and gender. We may gather additional personal or non-personal information in the future.

Information about your computer hardware and software may be automatically collected by Telenotes. This information can include: your IP address, browser type, domain names, access times and referring website addresses. This information is used for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the Telenotes website.

Telenotes encourages you to review the privacy statements of websites you choose to link to from Telenotes so that you can understand how those websites collect, use and share your information. Telenotes is not responsible for the privacy statements or other content on websites outside of the Telenotes website.

### **Use of your Personal Information**

Telenotes collects and uses your personal information to operate its website(s) and deliver the services you have requested.

Telenotes may also use your personally identifiable information to inform you of other products or services available from Telenotes and its affiliates. Telenotes may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

Telenotes does not sell, rent or lease its customer lists to third parties.

Telenotes may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information (email, name, address, telephone number) is not transferred to the third party. Telenotes may share data with trusted partners to help perform statistical analysis, send

you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to Telenotes, and they are required to maintain the confidentiality of your information.

Telenotes may keep track of the websites and pages our users visit within Telenotes, in order to determine what Telenotes services are the most popular. This data is used to deliver customized content and advertising within Telenotes to customers whose behavior indicates that they are interested in a particular subject area.

Telenotes will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on Telenotes or the site; (b) protect and defend the rights or property of Telenotes; and, (c) act under exigent circumstances to protect the personal safety of users of Telenotes, or the public.

### **Use of Cookies**

The Telenotes website may use "cookies" to help you personalize your online experience. A cookie is a text file that is placed on your hard disk by a web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the Web server that you have returned to a specific page. For example, if you personalize Telenotes pages, or register with Telenotes site or services, a cookie helps Telenotes to recall your specific information on subsequent visits. This simplifies the process of recording your personal information, such as billing addresses, shipping addresses, and so on. When you return to the same Telenotes website, the information you previously provided can be retrieved, so you can easily use the Telenotes features that you customized.

You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the Telenotes services or websites you visit.

### **Security of your Personal Information**

Telenotes secures your personal information from unauthorized access, use or disclosure. When personal information (such as a credit card number) is transmitted to other websites, it is protected through the use of encryption, such as the Secure Sockets Layer (SSL) protocol.

### **Children Under Thirteen**

Telenotes does not knowingly collect personally identifiable information from children under the age of thirteen. If you are under the age of thirteen, you must ask your parent or guardian for permission to use this website.

### **Telenotes and Third Party Websites**

You will be able to connect your Telenotes account to third party accounts.

BY CONNECTING YOUR TELENOTES ACCOUNT TO YOUR THIRD PARTY ACCOUNT, YOU ACKNOWLEDGE AND AGREE THAT YOU ARE CONSENTING TO THE CONTINUOUS RELEASE OF INFORMATION ABOUT YOU TO OTHERS (IN ACCORDANCE WITH YOUR PRIVACY SETTINGS ON THOSE THIRD PARTY SITES).

IF YOU DO NOT WANT INFORMATION ABOUT YOU, INCLUDING PERSONALLY IDENTIFYING INFORMATION, TO BE SHARED IN THIS MANNER, DO NOT USE THE THIS FEATURE.

You may disconnect your account from a third party account at any time. Users may learn how to disconnect their accounts from third-party websites by visiting their "Hosted Services" page. Users may also contact us via email or phone.

Telenotes uses the Google Maps API for Geo-location services. Here is a reference to their terms of service: [https://www.google.com/help/terms\\_maps.html](https://www.google.com/help/terms_maps.html)

### **Additional Limits on Use of Your Google User Data:**

Notwithstanding anything else in this Privacy Policy, if you provide the App access to the following types of your Google data, the App's use of that data will be subject to these additional restrictions:

- The App will only use access to read, write, modify or control Gmail message bodies (including attachments), metadata, headers, and settings to provide a web email client that allows users to compose, send, read, and process emails and will not transfer this Gmail data to others unless doing so is necessary to provide and improve these features, comply with applicable law, or as part of a merger, acquisition, or sale of assets.
- The App will not use this Gmail data for serving advertisements.
- The App will not allow humans to read this data unless we have your affirmative agreement for specific messages, doing so is necessary for security purposes such as investigating abuse, to comply with applicable law, or for the App's internal operations and even then only when the data have been aggregated and anonymized.

**Opt-Out & Unsubscribe**

We respect your privacy and give you an opportunity to opt-out of receiving announcements of certain information. Users may opt-out of receiving any or all communications from Telenotes by contacting us here:

**Email:** [support@telenotes.com](mailto:support@telenotes.com) **Phone:** (385) 743-4248

**Changes to this Statement**

Telenotes will occasionally update this Statement of Privacy to reflect company and customer feedback. Telenotes encourages you to periodically review this Statement to be informed of how Telenotes is protecting your information.

**Contact Information**

Telenotes welcomes your questions or comments regarding this Statement of Privacy. If you believe that Telenotes has not adhered to this Statement, please contact Telenotes at:

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