

**PRIVACY POLICY
OF
ASAP AUDIT & INSPECTIONS, LLC**

Last modified: June 1, 2014

Introduction

ASAP Audit & Inspections, LLC (“**Company**” or “**We**”) respect your privacy and are committed to protecting it through our compliance with this policy. All capitalized terms not defined herein shall have the respective meanings assigned to them in the Company’s Software End User License Agreement. This policy describes:

- The types of information we may collect or that you may provide when you access or use the Software.
- Our practices for collecting, using, maintaining, protecting and disclosing that information.

This policy applies only to information we collect in the Software and in e-mail, text and other electronic communications set through or in connection with the Software.

This policy DOES NOT apply to information that:

- We collect offline or on any other Company software or websites, including websites you may access through the Software.
- You provide to or is collected by any third party.

Third parties may have their own privacy policy, which we encourage you to read before providing information on or through them.

Please read this policy carefully to understand our policies and practices regarding your information and how we will treat it. If you do not agree with our policies and practices, do not access or use the Software. By accessing or using the Software, you agree to this privacy policy. This policy may change from time to time; Your continued use of the Software after we make changes is deemed to be acceptance of those changes, so please check the policy periodically for updates.

Children under the Age of 13

The Software is not intended for children under 13 years of age, and we do not knowingly collect personal information from children under 13. If we learn we have collected or received personal information from a child under 13 without verification of parental consent, we will delete that information. If you believe we might have any information from or about a child under 13, please contact us at info@asapaudits.com.

Information We Collect and How We Collect It

We collect information from and about users of our Software:

- Directly from you when you provide it to us.
- Automatically when you use the Software.

Information You Provide to Us

When you purchase a subscription for, register with, or use the Software, we may ask you provide information:

- By which you may be personally identified, such as name, postal address, e-mail address, telephone number, or any other identifier by which you may be contacted online or offline (“**Personal Information**”).
- That is about you but individually does not identify you.

This information includes:

- Information that you provide by filling in forms in the Software. This includes information provided at the time of registering to use the Software, subscribing to our service, and posting material through the Software. We may also ask
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you for information take part in a promotion sponsored by us, and when you report a problem with the Software.

- Information you enter into the Software through the Tablet.
- Records and copies of your correspondence (including e-mail addresses and phone numbers), if you contact us.
- Your responses to surveys that we might ask you to complete for research purposes.
- Your search queries on the Software.
- Location data, including the location of certain assets you tag and input into the Software.

You have the option to and may use the Software to contact other users of the Software (whether inside or outside of your organization) and share private information, including audit schemas, completed audits, inspection checklists and location ID numbers. Any information that you choose to share with other users through the Software is transmitted at your own risk. Although you may set certain privacy settings for such information by logging into your account profile, please be aware that no security measures are perfect or impenetrable. Additionally, we cannot control the actions of other Software users or third parties with whom you may choose to correspond and share your private information. Therefore, we cannot and do not guarantee that such shared private information will not be viewed by unauthorized persons.

Automatic Information Collection and Tracking

When you access and use the Software, it may use technology to automatically collect:

- **Usage Details.** When you access and use the Software, we may automatically collect certain details of your access to and use of the Software, including traffic data, location data, logs, and other communication data and the resources that you access and use on or through the Software.
- **Device Information.** We may collect information about your Tablet and internet connection, including the Tablet's unique device identifier, IP address, operating system, browser type, and mobile network information.
- **Location Information.** The Software collects real-time information about the location of your Tablet.

If you do not want us to collect this information do not access or use the Software and delete it from your Tablet.

Information Collection and Tracking Technologies The technologies we use for automatic information collection may include:

- **Cookies (or mobile cookies).** A cookie is a small file placed on your Tablet. It may be possible to refuse to accept mobile cookies by activating the appropriate setting on your Tablet. However, if you select this setting you may be unable to access certain parts of our Software.
- **Web Beacons.** Pages of the Software and our e-mails may contain small electronic files known as web beacons (also referred to as clear gifs, pixel tags and single-pixel gifs) that permit the Company, for example, to count users who have visited those pages or opened an e-mail and for other related Software statistics (for example, recording the popularity of certain Software content and verifying system and server integrity).

How We Use Your Information

We use information that we collect about you or that you provide to us, including any personal information, to:

- Provide you with the Software and its contents (including Updates), and any other information, products or services that you request from us.
- Fulfill any other purpose for which you provide it.
- Give you notices about your account/subscription, including expiration and renewal notices.
- Carry out our obligations and enforce our rights arising from any contracts entered into between you and us, including for billing and collection.
- Notify you when Updates are available, and of changes to any products or services we offer or provide through it.
- Compile use statistics and run analytics on such information.

The usage information we collect helps us to improve our Software and to deliver a better and more personalized experience by enabling us to:

- Evaluate our customer usage patterns.
 - Store information about your preferences, allowing us to customize our Software according to your individual interests.
 - Speed up your searches.
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- Recognize you when you use the Software.

We may also use your information to contact you about our own and third parties' goods and services that may be of interest to you.

Disclosure of Your Information

We may disclose aggregated information about our users, and information that does not identify any individual, without restriction.

In addition, we may disclose personal information that we collect or you provide:

- To our subsidiaries and affiliates.
- To contractors, service providers and other third parties we use to support our business.
- To a buyer or other successor in the event of a merger, divestiture, restructuring, reorganization, dissolution or other sale or transfer of some or all of Company's assets, whether as a going concern or as part of bankruptcy, liquidation or similar proceeding, in which personal information held by Company about our Software users is among the assets transferred.
- To fulfill the purpose for which you provide it.
- For any other purpose disclosed by us when you provide the information.
- With your consent.
- To comply with any court order, law or legal process, including to respond to any government or regulatory request.
- To enforce our rights arising from any contracts entered into between you and us, including the Software End User License Agreement, [<http://www.asapaudits.com/legal/tos.pdf>] and for billing and collection.
- If we believe disclosure is necessary or appropriate to protect the rights, property, or safety of the Company, our customers or others.

Accessing and Correcting Your Personal Information

You can review and change your personal information by logging into the Software and visiting your account profile page.

You may also send us an e-mail at info@asapaudits.com to request access to, correct or delete any personal information that you have provided to us. We may not accommodate a request to change information if we believe the change would violate any law or legal requirement or cause the information to be incorrect.

Your California Privacy Rights

California Civil Code Section 1798.83 permits users of our Software that are California residents to request certain information regarding our disclosure of personal information to third parties for their direct marketing purposes. To make such a request, please send an e-mail to info@asapaudits.com or write us at: ASAP Audits & Inspections, 7852 S. Elati Street - Suite 200, Littleton, CO. 80120.

Data Security

We have implemented measures designed to secure your personal information from accidental loss and from unauthorized access, use, alteration and disclosure. All information you provide to us is stored on our secure servers behind firewalls. Any payment transactions and other transmitted data will be encrypted using SSL technology.

The safety and security of your information also depends on you. Where we have given you (or where you have chosen) a password for access to certain parts of our Software, you are responsible for keeping this password confidential. We ask you not to share your password with anyone. We urge you to be careful about giving out private information to other users of the Software or third parties.

Unfortunately, the transmission of information via the internet and mobile platforms is not completely secure. Although we do our best to protect your personal information, we cannot guarantee the security of your personal information transmitted through our Software. Any transmission of personal information is at your own risk. We are not responsible for circumvention of any privacy settings or security measures we provide.

Changes to Our Privacy Policy

We may update our privacy policy from time to time. If we make material changes to how we treat our users' personal information, we will post the new privacy policy on this page with a notice that the privacy policy has been updated, and send you an in-Software alert the first time you use the Software after we make the change.

The date the privacy policy was last revised is identified at the top of the page. You are responsible for periodically visiting this privacy policy to check for any changes.

Contact Information

To ask questions or comment about this privacy policy and our privacy practices, contact us at: ASAP Audits & Inspections, 7852 S. Elati Street – Suite 200, Littleton, CO. 80120 or at info@asapaudits.com.
