

Privacy Policy | Last Updated May 7, 2018

This Privacy Policy governs your use of Bulletproof Apps for SharePoint and all related products, services, content, features, technologies and functions offered by Bulletproof Solutions, ULC (**"Bulletproof"**) in relation to the Apps (collectively **"Bulletproof Apps"**). You accept and consent to this Privacy Policy when you download, install, access, or use Bulletproof Apps. By accepting and consenting to this Privacy Policy, you expressly consent to our use and disclosure of your personal information and direct us to do so in the manner described in this Privacy Policy.

Overview

In order to operate Bulletproof Apps and to reduce the risk of fraud, Bulletproof must ask you to provide us with information about yourself. By consenting and agreeing to the terms of this Privacy Policy, you expressly consent and agree to us processing your data in the manner set out herein.

This Privacy Policy describes the information we collect and how we use that information. Bulletproof takes the processing of your information very seriously and will use your information only in accordance **with the terms of this Privacy Policy. For the purposes of this Privacy Policy, the term "information" means** any confidential and/or personally identifiable information related to users of Bulletproof Apps.

Notification of Changes: We will occasionally update this Privacy Policy to reflect customer feedback and changes to Bulletproof Apps. When we modify this policy, we will revise the "Last Updated" date at the top of the statement. If there are material changes to this policy or in how Bulletproof will use your information, we will post a notice of such change before they take effect, or we will directly notify you if you subscribe to our e-mail notifications. Please check this website on a regular basis for the most current version of our Privacy Policy, and to learn how Bulletproof is protecting your information. Through your continued use of the Bulletproof Apps and as of the effective date of the revised privacy policy, you will be considered as having consented to all changes to the Privacy Policy. If you disagree with the terms of this Privacy Policy, you must discontinue the use of Bulletproof Apps immediately.

Third Party Websites: Bulletproof Apps run in the context of Microsoft Azure, Office 365 and/or SharePoint websites, and some pages on the Bulletproof website(s) include links to PayPal (for collecting online payment) and other third-party websites. These sites are governed by their own privacy statements, and Bulletproof is not responsible for their operations, including but not limited to their information practices. Users submitting information to or through these third-party websites should review the privacy statements of these sites before providing them with personally identifiable information.

For your convenience, links to the privacy and/or security statements for PayPal, Office 365 and Microsoft Azure are provided here.

[Privacy Policy for PayPal Services](#)

[Office 365 Privacy Statement](#)

[Office 365 Trust Center](#)

[Microsoft Azure Trust Center](#)

Your Rights

Many countries around the world have adopted strict regulations for the protection of privacy. We believe in your rights to have full knowledge of and control over your information.

- **The Right to Access Your Information:** You can access your contact information from the Administrator Dashboard of all Bulletproof Apps.
- **The Right to Data Portability:** Your data and documents remain securely on your SharePoint site and in your control.
- **The Right to Rectification:** You can correct your contact information using the Administrator Dashboard of all Bulletproof Apps. You can contact us to make corrections to any other data or information.

Privacy Policy | Last Updated May 7, 2018

- The Right to be Forgotten: If you discontinue using Bulletproof Apps, you can contact us to request the removal of your personal information.
- The Right to Prevent Profiling: Bulletproof Apps do not utilize any form of profiling.
- The Right to Object: You can update your communication preferences using the Administrator Dashboard of all Bulletproof Apps. You can contact us to object to any usage of your information. Remember that Bulletproof only collects the bare minimum of information required to validate your use of the Bulletproof Apps.

Information We Collect

Required Information: To use Bulletproof Apps (free versions and/or paid subscriptions), you must have a SharePoint license or a subscription to Office 365. Your SharePoint sites contain information about you, such as your name and email address. For Bulletproof Apps to function properly, we collect some information from you and your SharePoint site.

- Your Name
- Company Address
- Phone Number and/or Email Address
- The SharePoint website URL(s) where Bulletproof Apps are installed

Information About You From Third Parties: To purchase a subscription to Bulletproof Apps, you must make payments through PayPal. We collect information during the payment process to comply with global regulatory requirements and to help communicate with you regarding issues related to your purchase and usage of Bulletproof Apps. We collect the following information.

- Name
- Billing/Shipping Address
- Phone Number
- Email Address
- Summary of the payment transaction, including: payment amount, tax amount, payment date, payment status and various unique ID values related to the transaction. Important* Bulletproof does not collect credit card, debit card or bank account information ("Personal Financial Information") during the payment process, this is handled by PayPal.

Website Traffic Information: Because of the way Internet communication standards work, when you arrive at or leave Bulletproof website(s) or use Bulletproof Apps, we automatically receive the web address of the site that you came from or are going to. We also collect information on which pages of our website you visit, IP addresses, the type of browser you use and the times you access our website.

Cookies, Local Storage and Similar Technologies: When you access our website(s) or use Bulletproof Apps, we may place small data files on your computer or other device. These data files may be cookies, pixel tags, "Flash cookies," or other local storage provided by your browser or associated applications (collectively "Cookies"). We use Cookies to recognise you as a customer, customise content, help ensure that your account security is not compromised, mitigate risk and prevent fraud, and to promote trust and safety across our sites. You are free to decline our Cookies if your browser or browser add-on permits, unless our Cookies are required to prevent fraud or ensure the security of websites we control. However, declining our Cookies may interfere with your use of our website and Bulletproof Apps.

Communications: When you communicate with us for customer service or other purposes (e.g., by emails, phone calls, web forms, etc.), we retain such information and our responses to you in the records of your account.

Questionnaires and Surveys: From time to time, we offer optional questionnaires and surveys to our users for purposes such as assessing users' interests and needs. If we collect personally identifiable information from our users in these questionnaires and surveys, the users will be given notice of how the

Privacy Policy | Last Updated May 7, 2018

information will be used prior to their participation in the survey or questionnaire. If you choose to answer our optional questionnaires or surveys, we may use such information to improve Bulletproof Apps, send you marketing or advertising information, or as otherwise explained fully in the survey itself. Bulletproof complies with Anti-Spam legislation and as such you will be provided an option to unsubscribe from these communications. You can also update your communication preferences in the Administrator Dashboard of Bulletproof Apps.

How We Use the Information We Collect

Internal Uses: We collect, store and process your information on secure Microsoft Azure data centers located in Canada. Our primary purpose in collecting your information is to provide you with a safe, smooth, efficient, and customised experience. You agree that we may use your personal information to:

- process transactions related to the functionality of Bulletproof Apps;
- resolve disputes, collect fees, and troubleshoot problems;
- manage risk, or to detect, prevent, and/or remediate fraud or other potentially illegal or prohibited activities;
- detect, prevent or remediate violations of policies or applicable user agreements;
- provide you with customer support services;
- improve Bulletproof Apps by customising your user experience;
- measure the performance of Bulletproof Apps and improve their content and layout;
- manage and protect our information technology infrastructure; and
- communicate with you regarding service updates and deliver promotional offers based on your communication preferences;

Our Contact with Bulletproof Customers: We communicate with our users on a regular basis via email and by phone to provide requested services:

- respond to requests for customer service;
- confirm information concerning a user's identity, business or account activity;
- conduct customer surveys; and
- investigate suspicious activity.

We use your email or physical address to send you information about important changes to our products and services, and to send notices and other disclosures required by law. Generally, users cannot opt out of these communications, but they will be primarily informational in nature rather than promotional.

We also use your email address to send you other types of communications that you can control, including marketing, customer surveys and newsletters. You can choose whether to receive some, all or none of these communications at any time by updating your communication preferences in the Administrator Dashboard of Bulletproof Apps. SMS (text messaging) will be treated as an email for the purpose of managing your communication preferences.

In connection with independent audits of our financial statements and operations, the auditors may seek to contact a sample of our customers to confirm that our records are accurate. However, these auditors cannot use personally identifiable information for any secondary purposes.

How We Share Information

Bulletproof will not sell or rent any of your personal information to third parties.

We will not disclose your information to a third party (including law enforcement, other government entity, or civil litigant) unless required by law. Any subcontractor retained by Bulletproof to provide services to you on our behalf is bound by this Privacy Policy in contract with Bulletproof. Should any third party

Privacy Policy | Last Updated May 7, 2018

contact Bulletproof with a request for customer information, we will redirect the third party to request the data directly from you.

Mergers or Acquisitions: As with any other business, it is possible that in the future Bulletproof could merge with or be acquired by another company through sale or bankruptcy proceedings. If such a transaction occurs, you consent to the successor company having access to the information maintained by Bulletproof, including customer Account Information, and such successor company would continue to be bound by this Privacy Policy unless and until it is amended.

Cross Border Transfers of Your Information

Bulletproof is committed to adequately protecting your information regardless of where the data resides and to providing appropriate protection for your information where such data is transferred inside or outside of Canada.

Information Security

Bulletproof is committed to handling your customer information with high standards of information security. We use computer safeguards such as:

- HTTP over SSL (HTTPS) to encrypt communication between our servers and your web browser,
- firewalls to prevent unauthorized access to servers and networks,
- data pseudonymization of personal information to prevent identification of individuals,
- data encryption on database servers,
- patch management to mitigate vulnerabilities,
- malware protection on our systems,
- logical and physical access controls to our systems, buildings and files, and
- we authorise access to personal information only for those employees who require it to fulfil their job responsibilities.

Accountability

Bulletproof welcomes your comments. If you want to exercise your right to access your information or have any questions about this privacy statement, Bulletproof's information practices, or if you have other technical or customer support questions, please contact Bulletproof at <https://www.bulletproofsi.com/contact/>.

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Customer Service Desk: 1-877-274-2349