

IT RADIX WEBSITE PRIVACY POLICY

Policy Effective: August 11, 2016.

Last Updated: January 1, 2017.

We have developed this Privacy Policy (the “**Privacy Policy**” or “**Policy**”) to inform you how IT Radix, LLC (“**IT Radix**” or the “**Company**” or “**we**” or “**us**”) will collect, process, store and/or use information, including personally identifiable information, you submit, or we collect from you through the Company’s website (including associated subdomains) (the “**Information**”). The internet addresses for the the Company’s website is located at <http://www.itradix.com/> (the “**Site**”).

This Privacy Policy is governed by United States law. Please read it carefully. By using the Site, you are accepting the practices described in this Privacy Policy and accept its terms. You also give your express permission for us to collect, process, store, and use Information in accordance with this Privacy Policy.

The Company reserves the right to modify or amend this Privacy Policy at any time, but should it be necessary to do so, will notify you of any material changes by posting such changes at the Site or by other acceptable means. All amended terms will automatically take effect thirty (30) days after we provide such notice, or on a date that we specify in the notice. Each version of the Privacy Policy is identified at the top of the page by its effective date. Your continued use of the Site after changes have been posted constitutes your acceptance of the Privacy Policy as amended. If you do not agree to the changes, please do not use the Site.

INFORMATION SUBMITTED BY YOU

Information That You Provide To Us. You may be asked to provide us with following Information: name, address, email, telephone number, company name, and phone number. The Information referenced in this paragraph that is provided by you is referred to as “**Provided Information.**”

Responsibility for Information Provided. You are responsible for the content of the Provided Information and you must ensure it is legal, honest, truthful, accurate and not misleading in any way. You represent that you are authorized to provide the Provided Information to the Company, and that the Provided Information provided by you does not infringe on any rights of any third party (including, without limitation, rights of confidentiality, privacy, or publicity) or is otherwise legally actionable by such third party.

No Obligation. Use of the Site is entirely voluntary. Submission of Provided Information does not establish any obligation not listed in this Policy.

INFORMATION AUTOMATICALLY COLLECTED

Cookies. A cookie is a small file containing a string of characters that may be sent to your webbrowser when you visit a website. Cookies might be used for the following purposes: (1) to enable certain functions; (2) to provide analytics; (3) to store your preferences; and (4) to enable ad delivery and behavioral advertising.

Cookies can either be session cookies or persistent cookies. A session cookie expires automatically when you close your browser. A persistent cookie will remain until it expires or you delete your cookies. Expiration dates are set in the cookies themselves; some may expire after a few minutes while others may expire after multiple years. Cookies placed by the website you’re visiting are sometimes called “first party cookies,” while cookies placed by other companies are sometimes called “third party cookies.”

The Site uses cookies that are set by us or our third party partners. You can reset your browser to refuse cookies or to indicate when a cookie is being sent. However, some features or services of the Site may not function properly without enabling cookies.

We automatically receive and/or collect the following Information through the Site and store it in log files: IP address, operating system, browser type, browser language, resource requested, date and time of resource request, and HTTP referring resource (if provided by the browser).

Google Analytics™ service is installed on the Site. Information about data that Google Analytics collects is available at the following internet address: <https://www.google.com/intl/en/analytics/standard/features/>, and information about how Google uses data is available at the following internet address: www.google.com/policies/privacy/partners/.

Zendesk service is installed on the Site. Zendesk live chat service allows companies to monitor and chat directly with website visitors. Information about data that Zendesk collects and how it uses data is available at the following internet address: <http://www.zopim.com/privacy>

The following cookies are also installed through the Site:

<u>Cookie (Set By)</u>	<u>Purpose</u>
_cfduid (Zendesk)	Enables connection of trusted devices.
DV (Google)	Allows use the Google Analytics service to create website usage reports.
NID (Google)	Most Google users will have a preferences cookie called ‘NID’ in their browsers. A browser sends this cookie with requests to Google’s sites. The NID cookie contains a unique ID Google uses to remember your preferences and other information, such as your preferred language (e.g. English), how many search results you wish to have shown per page (e.g. 10 or 20), and whether or not you wish to have Google’s SafeSearch filter turned on.
Remote_sid (Youtube)	These third party cookies are saved to your device to allow us to embed YouTube videos.
_utma (IT Radix)	Allows use the Google Analytics service to identify unique visitors.
_utmb (IT Radix)	Allows use the Google Analytics service to identify unique sessions / visits.
_utmc (IT Radix)	Allows use the Google Analytics service to identify unique sessions.
_utmt (IT Radix)	Allows use the Google Analytics service to throttle request rate that limits the collection of data on high traffic sites.
_utmz (IT Radix)	Allows use the Google Analytics service to analyze visitors and measure website performance.
_utmz (IT Radix)	Analyzes information about how visitors enter website.
VISITOR_INFO1_LIVE (Youtube)	Permits Youtube video embedding.
YSC (Youtube)	Permits Youtube video embedding.

<u>Cookie (Set By)</u>	<u>Purpose</u>
_ zlcid (IT Radix)	Used by Zendesk chat tool to store the Zendesk Live Chat ID and identify a device across visits, and also across a single chat session.
_ zlmid (Zendesk)	Enables connection of trusted devices.
_ zlcstore (Zendesk)	Enables connection of trusted devices.
zte2095 (Zendesk)	Enables connection of trusted devices.

You may learn more about cookies and how to opt out of them by visiting the following third party websites:

- [About.com Browser Guide](#)
- [All About Cookies.org](#)
- [Network Advertising Initiative](#)

Social Networking Sites. The Site includes social media features and links. The social networking site may collect certain information about you, including but not limited to your IP address. Please see the privacy policy for the applicable social networking site to learn more about how these social networking sites share your personal information, which practices may differ from ours.

Additional Sources of Information. We may also collect information about you from additional online and offline sources. We may combine this information with the Information covered by this Privacy Policy.

DO NOT TRACK SIGNALS

The Site does not respond to Do-Not-Track (“DNT”) signals. At this time, we do not track user personal information over time and across third-party websites, except that the _ zlcid cookie is used by the Zendesk chat tool to store the Zendesk Live Chat ID and identify a device across visits, and also across a single chat session. Third parties that have services on our Sites may obtain information about your browsing or usage habits, in accordance with their respective privacy policies. To find out more about DNT, you may wish to visit the following third party website www.allaboutdnt.com.¹

PURPOSES OF INFORMATION COLLECTION, PROCESSING, AND/OR USE

We use the Information to provide you with a superior experience and, as necessary, to administer our Company. We may use your Information in the following ways:

- Provide you with functionality of the Site;
- Administer and manage the Company;

¹ Note: DNT is a web browser setting that requests that a web application disable its tracking of an individual user. When you choose to turn on the DNT setting in your browser, your browser sends a special signal to websites, analytics companies, ad networks, plug in providers, and other web services you encounter while browsing to stop tracking your activity.

- Provide customer service and/or marketing products and/or services;
- Comply with legal requirements, relevant industry standards, contractual obligations, and our policies;
- Conduct research and perform analysis to measure, maintain, protect, develop, and improve our Site, products, and/or services;
- Administer, enhance, and communicate with you regarding the Company's events, marketing, and advertising;
- Make communications necessary to notify you regarding security, privacy, and administrative issues;
- Other purposes that we may specifically disclose at the time you provide or we collect Information.

USER CHOICES

If you would like to review, update, or request changes to certain of your Provided Information that is collected through the Site, please contact us at the postal address listed at the end of this Policy, or at the following email address: webmaster@it-radix.com.

INFORMATION SHARING

We may share Information as follows or as otherwise described in this Policy:

- With Company employees who need to access the Information;
- With vendors, consultants and other service providers who need access to certain Information to carry out work on our behalf relating to the Site, including: website operation/hosting or information technology consulting services; website management; data analysis; fraud protection; product customization; customer service, marketing and promotions; data cleansing; legal services; and other administrative and back-up and security services. These third parties do not have the right to use Information we provide them in any way that is not authorized by us;
- In response to a request for information if disclosure is required in accordance with any applicable law, regulation or legal process, or is otherwise required or permitted by any applicable law, rule or regulation;
- To comply with any legal obligation;
- To protect the rights, property or safety of the Company and others;
- In connection with any merger, restructuring, reorganization, sale of the Company, assets, financing, or acquisition of all or a portion of our Company to another company, Information may be provided to the entities and advisors involved subject to a confidentiality agreement, and we will provide notice to you if we have your email address on file before Information is finally transferred and becomes subject to a different privacy policy. Such a transaction may involve us (i) retaining the right to continue to use transferred Information in addition to the right of the transferee to use such Information, and (ii) engaging in additional transfers of Information (including new Information) with the transferee from time to time following such a transaction.
- With others with your consent or at your direction, including if we notify you that the information you provide will be shared in a particular manner and you provide such information.

NOT INTENDED FOR INTERNATIONAL USE

The Site is intended for use within the United States, and is not intended to be used in any other country or jurisdiction. The Site may function in countries other than the United States. If you use the Site from outside the United States, you explicitly accept that your Information may be transferred to, stored, and processed in the United States where laws regarding processing of personal information may differ than the laws of other countries. You are responsible for compliance with the laws of the jurisdiction in which you choose to use the Site.

You agree not to use the Site in any way that is in violation of the law of any country or jurisdiction. You further agree not to use the Site from a territory that is embargoed by the United States or from which it is illegal to receive products or services from the United States. You further agree to ensure that the Site will not be accessed or used by persons on the United States Table of Denial Orders, the Entity List, or the List of Specially Designated Nationals.

SECURITY

The Company takes security measures to secure the Information, including physically secure storage of IT Radix servers, computers and network equipment. All data is restricted to authorized personnel only. Data at rest and in backup form are encrypted. SSL is required for client portal access.

RETENTION OF INFORMATION

We retain Information as long as needed and in accordance with any applicable laws. We will retain and use Information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

CHILDREN'S INFORMATION

The Site is marketed for, and directed to, use by adults or with the consent of adults. Individuals under the age of 18 are not permitted to use the Site without the supervision of a parent or legal guardian.

We do not knowingly collect or solicit Information from anyone who we know to be under the age of 13, or knowingly allow such persons to use the Site. Should we learn that someone under the age of 13 has provided Information through the Site, we will remove that Information as soon as possible.

If you are under the age of 13, you should use the Site only with the involvement of a parent or guardian and should not submit any Provided Information to us at all. To the extent possible, any Information from anyone who we know to be under the age of 13 will be destroyed.

CONTACT

Questions and requests related to this Policy may be directed to the postal address listed below, or at the following email address: webmaster@it-radix.com. We will respond to such requests in accordance with applicable law.

Mailing Address:

IT Radix, LLC
49 S. Jefferson Rd.
Whippany, NJ 07981
Attention: Privacy