

Privacy Policy

Last updated: May 11th, 2022. *Please note that this privacy policy will be updated on a regular basis to reflect any changes in the way we handle personal data or any changes in applicable laws.*

At SecureDocs, we know that your privacy is of the utmost importance to you. Accordingly, we treat your information confidentially and are committed to protecting your privacy and your personally identifiable information (“Personally Identifiable Information”).

California Residents: If you are a California resident, you have specific privacy rights under the California Consumer Privacy Act (“CCPA”). You can opt-out from any selling of your personal information by email privacy@onit.com.

Cookies: We use cookies on our Website to facilitate and enhance user experience. [You can read our Cookie Policy below.](#)

PRIVACY POLICY RELATED TO OUR SERVICES

Privacy Policy - Services

Security Policy - <https://www.SecureDocs.com/security-policy>

PRIVACY POLICY RELATED TO THIS WEBSITE

This Website (www.SecureDocs.com) is operated by SecureDocs, Inc., a Delaware corporation, and its corporate parent and affiliates (collectively, “SecureDocs”, “we”, “us”, or “our”).

When you use and interact with our Website, communicate with or otherwise contact us or visit our offices or attend our events, we may collect, use, share and process information relating to you. This Privacy Policy describes our Personally Identifiable Information processing practices and your related rights. In which case, SecureDocs is the controller of your Personally Identifiable Information and is responsible for its processing. For the avoidance of doubt, this Privacy Policy does not apply to the extent we process Personally Identifiable Information the role of a processor on behalf of our customers.

By providing your Personally Identifiable Information via this Website, you consent to the use of that information in accordance with this Privacy Policy. Please read this Privacy Policy carefully, so that you are fully informed about our privacy policies. If you have any questions concerning this Privacy Policy, please e-mail us at privacy@onit.com.

This Privacy Policy is incorporated into the Terms of Use (collectively, the “Agreement”). Capitalized terms used herein shall have the definition attributed to them in our Terms of Use unless otherwise specified herein. A copy of our Terms of Use can be found at <https://www.SecureDocs.com/terms>.

Information Collection and Use by SecureDocs

Some of the information we collect on this Website is considered private and personal. The Personally Identifiable Information that we collect from you includes, for instance, personal information, and demographic information submitted to SecureDocs, including without limitation: names, addresses, email addresses, phone numbers, preferred communication methods, user names, and passwords. This Personally Identifiable Information personally identifies you and is used by SecureDocs to communicate with you, to provide you with the information or other materials you have requested, for relevant marketing purposes and as necessary to conduct our business and as otherwise stated in this Privacy Policy. These include the following:

- We may send you requested information on our products and services (including those of our affiliates and strategic partners);
- We may communicate with you about information, goods and services that we believe are relevant to your interests, including, upcoming events, webinars, trade shows or conferences, changes to the Website, our goods or services, or other news about products and services (whether offered by SecureDocs, our affiliates, or our strategic alliance partners) we believe would be of interest to you based on your role;
- If you are currently using SecureDocs products or services and request support, we may use your Personally Identifiable Information to provide support in connection with your use of the SecureDocs products and
- We may contact you to request feedback about your experience with our products and/or services or learn about your role, demographics, preferences or interests;
- We may use your Personally Identifiable Information for marketing purposes and market research;
- We may use your Personally Identifiable Information to internally administer and improve this Website or to help us improve our services; or
- We may use your Personally Identifiable Information to investigate possible fraud or other violations of our Terms of Use or this Privacy Policy and to comply with applicable laws or regulations.

SecureDocs also collects Non-Personally Identifiable Information from you, including without limitation: Internet protocol addresses, profile information, aggregate User-data, demographic information, geographical information, browser types, operating system types, Website browsing history, and Website usage statistics. This Non-Personally Identifiable Information is used to manage the Website, track Website usage, and in our marketing efforts.

Except as otherwise described in this Privacy Policy, or where you are expressly informed otherwise, we do not sell, rent, share, trade, or give away any Personally Identifiable Information to any third parties.

International Users

For those outside of the United States, you hereby consent to have your personal data transferred to and processed in the United States. Any misuse or improper collection of information provided on SecureDocs is a violation of SecureDocs's policies and should be reported to privacy@onit.com.

Cookie Notice and Use of Cookies

SecureDocs may use cookies to store User's preferences and to record session information. A cookie is a piece of data stored on the User's computer tied to information about the User. At our discretion, we may use both "session ID cookies" and "persistent cookies." More specifically, we may use session ID cookies to confirm that Users are logged in thereby making it easier for users to navigate our Services or Website. These cookies terminate once the User closes the browser. A persistent cookie, on the other hand, remains on the hard drive for an extended period of time. Note also that on some Internet browsers, Users may optionally use a cookie to remember their e-mail address in order to automatically log in to the Website. Each browser is different, but a User can remove persistent cookies by following directions provided in the Internet browsers "help" file. Please note that, if a User rejects cookies or disable cookies in his or her web browser, some features of the Website may not work.

Types Of Cookies Used

We use different types of cookies to run the Website. Some or all of the cookies identified below may be stored in your browser. You can view and [manage cookies in your browser](#) (though browsers for mobile devices may not offer this visibility).

Type of Cookie	Example
Processes & Security	<p>Process cookies help make the website work and deliver services that the website visitor expects, like navigating around web pages or accessing secure areas of the website. Without these cookies, the website cannot function properly.</p> <p>We use security cookies to authenticate users, prevent fraudulent use of login credentials, and protect user data from unauthorized parties.</p>
Advertising	<p>We use cookies to make advertising more engaging to users.</p> <p>As you browse the Website, advertising cookies will be placed on your computer so that we can understand what you are interested in. Our display advertising partner, RollWorks, then enables us to present you with retargeting advertising on other sites based on your previous interaction with the Website.</p>
Session State	<p>Websites often collect information about how users interact with the Website. This may include the pages users visit most often and whether users get error messages from certain pages. We use these so-called 'session state cookies' to help us improve our services, in order to improve our users' browsing experience.</p> <p>Blocking or deleting these cookies will not render the website unusable.</p>

Analytics	<p>We use analytics tool (including Google Analytics) that help the Website understand how its visitors engage with the site. It may use a set of cookies to collect information and report website usage statistics without personally identifying individual visitors. The main cookie used by Google Analytics is the ‘_ga’ cookie.</p> <p>In addition to reporting website usage statistics, Google Analytics can also be used, together with some of the advertising cookies described above, to help show more relevant ads and to measure interactions with the ads we show. We use the following Google Analytics advertising features:</p> <p>Remarketing with Google Analytics Google Display Network Impression Reporting Google Analytics Demographics and Interest Reporting</p> <p>To view an overview of the privacy of Google Analytics cookies please go here: https://support.google.com/analytics/answer/6004245.</p> <p>You may install a Google Analytics Opt-out Browser Add-on by going here: https://tools.google.com/dlpage/gaoptout.</p>
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We use various domains to set cookies used on our Website, including the following domains:

- HubSpot
- Bing
- Google Analytics
- HotJar
- LinkedIn
- Twitter
- Captterra
- Crozdesk
- G2
- GetApp
- RollWorks
- Salesloft
- SourceForge

Notice to California Residents – California Privacy Rights

Pursuant to California law, California residents, may request from us information concerning: the categories of information we have collected; the categories of sources from which the personal information is collected; the purpose for which we collect or sell the personal information; the categories of third parties with whom we share personal information; and the specific pieces of personal information we have collected. You also have the right to ask us to delete the personal information we maintain regarding you. We will not discriminate against you for exercising any of these rights.

If you are a California resident and would like to make such a request, please submit your request in writing to the address below.

Except as otherwise described in this Privacy Policy, or where you are expressly informed otherwise, we do not sell, rent, share, trade, or give away any Personally Identifiable Information to any third parties.

Changes to the Privacy Policy

If we update this Privacy Policy we will post a notice on the home page of the Website. We encourage you to periodically review this privacy statement to stay informed about how we are helping to protect the personal information we collect.

Contact Information

If you have any questions regarding this Privacy Policy, or if you would like to access or edit the information we maintain about you or cease using it please contact us by emailing at privacy@onit.com.

Business Transfers

Notwithstanding any other provisions of this Privacy Policy, SecureDocs reserves the right to transfer both Personally Identifiable Information and Non-Personally Identifiable Information to a successor in interest that acquires rights to that information as a result of a transfer or sale of SecureDocs, the business related to the Services, or substantially all of SecureDocs's assets, to that successor in interest. In addition, we may share both Personally Identifiable Information and Non-Personally Identifiable Information with our affiliates, authorized service providers, and strategic alliance partners.

Minors under Age 13

The Website is not intended for use by children under the age of 13. SecureDocs does not knowingly collect or solicit personal information from anyone under the age of thirteen (13). In the event that we learn that we have collected Personally Identifiable Information from a minor under age 13, we reserve the right to deactivate any access to the Website or content; however, we will retain that person's Personally Identifiable Information in accordance with state and federal laws pertaining to retention and protection of such information. If you believe that we might have any information from or about a minor under thirteen (13), please contact us at privacy@onit.com.

Links

SecureDocs contains links to other websites, including links that are placed there by SecureDocs. Please be aware that SecureDocs is not responsible for the privacy policies or practices on other websites. We encourage you to be aware of when you leave our Website, and to read the privacy policies of each and every website that collects your personal information. Our Privacy Policy only governs information collected on the Website.

Security

SecureDocs implements commercially reasonable security measures designed to protect your Personally Identifiable Information.

Privacy Notice and Policy Subject to Change

From time to time we may make changes to our Privacy Policy, and we reserve the right to change our Privacy Policy at any time. If we make changes, we will post them on the Website. Unless stated otherwise, our current Privacy Policy applies to all Personally Identifiable Information. Your continued access or use of the Services after any such changes constitutes your acceptance of the new Privacy Policy.

Contact Us

Please notify us if you believe your privacy rights have been violated by us. We will not retaliate against you or you for the filing of such a complaint. You may reach our privacy contact at privacy@onit.com. Our privacy contact can provide further information about this Privacy Policy and the policies and procedures set forth herein.