**Legal Terms and Site Usage**

**Privacy Policy**

This privacy policy describes how IP Infusion collects and uses the personal information you provide on our website, It also describes the choices available to you regarding our use of your personal information that you disclose to us, and how you can access and update this information.

Protecting the privacy of users of IP Infusion’s products and services is important to us. IP Infusion makes use of any personal information you provide to IP Infusion only for the purposes outlined in this policy.

This policy does not apply to any information that you may provide directly to third parties including via third-party sites linked to on our website or IP Infusion’s service websites. While IP Infusion actively seeks to ensure that its suppliers and service providers maintain high standards regarding the protection of personal information collected on their websites, IP Infusion is not responsible for the privacy practices employed by such sites.

**Information We Collect**

From our websites we collect contact and other identifying information. IP Infusion will never sell, rent, lend or trade this information in our possession to any other company for the purpose of contacting you regarding commercial services. If you are an IP Infusion customer or worksite employee of a customer, we collect the information necessary to provide our services, collecting it either from you directly or from your worksite employer. This collection is limited to the purpose of providing the service for which the customer has engaged IP Infusion. By voluntarily providing information or by accessing our websites, you consent to the collection, use and disclosure of your personally identifiable information in accordance with this Privacy Policy.

**Usage Tracking and Cookies**

Technologies such as cookies, beacons, tags and scripts are used by IP Infusion and our affiliates, analytics service providers, and third-party providers of HR services we have engaged. These technologies are used in analyzing trends, administering the site, tracking users’ movements around the site and to gather demographic information about our user base as a whole. We may receive reports based on the use of these technologies by these companies on an aggregated basis and, in the case of registered users, on an individual basis, as well.

For example, we track user traffic patterns throughout all of our sites, but this tracking is never associated with non-registered individual users. We compile aggregate data mainly by tallying page views throughout our sites. This information may include the URL that you just came from (whether this URL is on our site or not), which URL you go to next (whether this URL is on our site or not), and what browser and computing platform you are using.

In addition, we use cookies on certain pages of our sites. We may also offer certain features that are only available through the use of a cookie. Cookies enable you to enter your password less frequently during a session. Cookies can also help us provide you information that is targeted to your interests. Cookies are stored on your hard drive, not on our sites. Most cookies are “session cookies,” meaning they are automatically deleted at the end of a session. We also use persistent cookies. A persistent cookie remains on your hard drive for an extended period of time and remembers your preferences. You are always free to decline our cookies if your browser permits, although in that case you may not be able to use certain features on our sites, and you may be required to reenter your password more frequently during a session.

We use this information, which does not identify individual users, to analyze trends, to administer the site, to track users’ movements around the site and to gather demographic information about our user base as a whole. We do not link this automatically-collected data to personally identifiable information.

If you send us proposals or personal correspondence, such as emails or letters, or if other users or third parties send us correspondence about your activities or postings on our sites, we may collect and store such information in a file specific to you. If you submit questions via our sites, we may post your questions on the sites, and reprint them in various articles and customer communications. We will never include the name, contact or other identifiable information of people who submit questions, regardless of which channel we use to distribute content.

**Use of Information**

We use personally identifiable information about you to improve our marketing and promotional efforts, statistically analyze site usage, improve our content product offerings, customize our sites’ content, layout and services, and provide our services (if applicable).

We may use the email address, mailing address, and phone number we collect from you to respond to your inquiries and, to the extent permitted by applicable law, to contact you regarding administrative notices, new product offerings and communications relevant to your use of our sites. In some cases, we may use your personally identifiable information to inform you of new services, promotions and other matters targeted to your interests. You may choose to stop receiving our newsletter or marketing emails by following the unsubscribe instructions included in these emails, accessing the email preferences in your account settings page or by contacting us at info@ipinfusion.com.

We use information in the file we maintain specific to you, and other information we obtain from your current and past activities on our sites, to resolve disputes and troubleshoot problems. At times, we may look across multiple users to identify problems or resolve disputes and we may evaluate information about you to look for users using multiple User IDs or aliases.

**Children’s Privacy**

IP Infusion’s websites are intended for adults. We do not knowingly collect personal information from children under the age of 13. If we obtain knowledge that we have personally identifiable information about a child under 13 in retrievable form in our files, we will delete that information from our existing files. However, we will retain information from adult registered users about their dependents for purposes of administering benefits for their dependents, including dependents under the age of 13.

**Customers and Worksite Employees of IP Infusion**

If you are a customer or customer employee serviced by IP Infusion, you are a registered user and we may collect and maintain personally identifiable information including, but not limited to, name, address, phone number, social security number, taxpayer identification number, age, marital status, occupation, salary, benefits, dependent information, etc. through IP Infusion’s service websites or other means disclosed to you. This information will be used to provide our HR-related services, which may include sharing such information with your employer to the extent permitted by applicable law.

Once you receive a username and password, you can review and change the information you submitted during registration. If your registration information changes, you must promptly update, change or delete your registration information by logging into your information page or by emailing us at info@ipinfusion.com. We will respond to your inquiries about your personal information within 5 days. We will retain in our files information you have requested be removed in some circumstances, such as to resolve disputes, troubleshoot problems and enforce any applicable agreements. Further, such prior information is never completely removed from our databases due to technical constraints and the fact that we back up our systems. Therefore, you should not expect that all of your personally identifiable information will be completely removed from our databases in response to your requests.

**Disclosure of Information**

Unfortunately, due to the existing regulatory environment, we cannot ensure that all of your private communications and other personally identifiable information will never be disclosed in ways not otherwise described in this policy. By way of example (without limiting the foregoing): we may be forced to disclose information to the government or third parties under certain circumstances, such as to comply with a subpoena or similar legal process; we may use information when we believe in good faith that it is necessary to protect our rights, protect your safety or the safety of others; and we may respond to any other third party requests with your prior consent to do so.

Third parties may unlawfully intercept or access transmissions or private communications. Therefore, although we employ industry-standard practices to protect your privacy, no data transmission over the Internet can be guaranteed to be 100% secure. As a result, we do not promise, and you should not expect, that your personally identifiable information or private communications will always remain private.

As a general proposition, we do not sell, rent, lend or trade any personally identifiable information about you to any third party. The following paragraphs describe some of the ways that personally identifiable information about you may be disclosed to third parties.

**Legal Requests**

We cooperate with law enforcement and other third parties to enforce laws, intellectual property rights and other rights. Therefore, local, state, federal, territorial, provincial and international law enforcement can request and may receive your personally identifiable information. By your use of our ipinfusion.com website, IP Infusion’s service websites, or IP Infusion’s services (as applicable), you hereby accept these terms and you authorize us to disclose any information about you to law enforcement or other government officials as we, in our sole discretion, believe necessary or appropriate, in connection with an investigation of fraud, intellectual property infringements or other activity that is illegal or may expose us to legal liability.

**Business Transactions**

We reserve the right to transfer personally identifiable information as part of a sale or transfer of all or a relevant portion of our business or assets. Any such sale would be subject to appropriate privacy protections for you. You will be notified via email and/or a prominent notice on our website of any change in ownership or uses of your personally identifiable information, as well as any choices you may have regarding your personally identifiable information.

**Suppliers and Other Service Providers**

We may use third-party suppliers and service providers to facilitate provision of our HR-related services. For example, we may outsource the operations of one or more aspects of our sites to a supplier or service provider who performs services according to our requirements. In all cases, we restrict how these suppliers and other service providers may access, use and disclose information received from our websites. We do not permit these suppliers and other service providers to access information about you, other than that information necessary for them to complete the services for which they are contracted. Under no circumstances do we allow them to disclose, sell, rent, lend, trade or in any other way transmit data about you to third parties, and we use contractual means to require them to provide appropriate protection for your personally identifiable information and to use it only for the services for which they are contracted.

**Retention of Information**

We retain personally identifiable information that we collect only so long as reasonably necessary to fulfill the purposes for which it was collected and to meet legal requirements. We have a Business Record Retention Policy and an E-mail Retention Policy which provide for the destruction of personally identifiable information after it is no longer needed for the purposes for which it was collected and legal requirements have been met.

**Security**

We use industry standard methods, such as firewalls and Secure Socket Layers (SSL), to safeguard the confidentiality of personally identifiable information about you. For registered users, personally identifiable information will include name, address, contact information, social security number, date of birth and payroll and benefits information related to the services we provide to registered users. Using SSL means that data such as names and passwords cannot be easily deciphered by outside users. However, “perfect security” does not exist on the Internet.

**Referrals**

If you choose to use our referral service to tell a friend about our website, we will ask you for your friend’s name and email address. You must have the consent of your friend to provide us with this information. We will automatically send your friend a one-time email inviting him or her to visit the website. This email will identify that you asked for it to be sent. IP Infusion may store this information for the sole purpose of sending this one-time email and tracking the success of our referral program. Your friend may contact us at info@ipinfusion.com to request that we remove this information from our database.

**Social Media Widgets**

Our website may include social media features and widgets, such as the Facebook button, or interactive mini-programs that run on our site. These features may collect your IP address, which page you are visiting on our site, and may set a cookie to enable the feature to function properly. Social media features and widgets are either hosted by a third party or hosted directly on our site. Your interactions with these features are governed by the privacy policy of the company providing it.

**Data Security**

We will take reasonable steps, proportionate to the sensitivity of the personal information, to protect personal information from loss, misuse and unauthorized access, disclosure, alteration or destruction. We have put in place appropriate physical, electronic and managerial procedures to safeguard and secure personal information from loss, misuse, unauthorized access or disclosure, alteration or destruction. However, we cannot guarantee the security of Information on, or transmitted via, the Internet.

**Data Integrity**

We will only process and use personal information in a way that is compatible with and relevant for the purposes for which it was collected or authorized by you, including the purposes to provide payroll, benefits and related services. To the extent necessary for those purposes, we will take reasonable precautions to ensure that personal information is as accurate, complete, current and reliable as necessary for its intended use. Personal information may only be accessed by persons within our organization or third-party suppliers and service providers who require such access to provide you with the services indicated above.

As we have an international presence, you agree that to facilitate the use or functionality of our ipinfusion.com website, IP Infusion’s service websites, or IP Infusion’s services (as applicable), your personal information may be processed or stored in the United States of America. While your personal information is processed and stored in the United States of America, you agree that it will be subject to the laws of the United States of America, including legislation, regulations and the orders of any courts or other lawful authorities, including lawful orders for disclosure. If you are a resident of the European Economic Area or a country which restricts data transfers outside of that jurisdiction or region without your consent, you consent to your personal information being transferred outside of the European Economic Area or your country for processing or storage by or on behalf of us.

**Access**

We will allow you access to your personal information and allow you to correct, amend or delete inaccurate information, except, to the extent permitted by applicable law, where the burden or expense of providing access would be disproportionate to the risks to your privacy in the case in question or where the rights of persons other than you would be violated. If access to personal information is denied, we will provide you with the reason for such denial.

**Enforcement**

We use a self-assessment approach to assure compliance with this Privacy Policy and periodically verify that the policy is accurate, comprehensive for the information intended to be covered, prominently displayed, completely implemented and accessible, and in conformity with the principles therein. We encourage interested persons to raise any concerns using the contact information provided and we will investigate and attempt to resolve any complaints and disputes regarding use and disclosure of personal information in accordance with this Privacy Policy.

**Changes and Applicable Law**

The information on IP Infusion’s websites may have general applicability to IP Infusion customers and worksite employees and is not deemed to amend, alter or supersede specific contracts or agreements. IP Infusion reserves the right to change the terms of use and privacy policies contained herein at any time and such charges will become effective after IP Infusion posts the changes on this website. Any dispute regarding the terms of use will be resolved by arbitration conducted in the city of the IP Infusion office closest to your most recent work location. The arbitration will be in accordance with the rules and processes of either the American Arbitration Association, and, this Agreement shall be governed by and construed in accordance with the laws of the federal laws of the United States.

**Legal Disclaimer**

The ipinfusion.com and IP Infusion’s service websites contain a great deal of content regarding legal and human resource matters. The content has been prepared for educational and information purposes only and does not provide legal advice or legal opinions on any specific matters. Transmission of information over the Internet is not intended to create, and receipt does not constitute, a lawyer-client relationship between IP Infusion, the author(s), or the publishers and you. You should not act or refrain from acting on any legal matter based on ipinfusion.com or IP Infusion’s service website content without seeking professional counsel.

**Trademark Information**

The IP Infusion logo and design is a registered trademark of IP Infusion. All other trademarks, trade names, service marks and logos appearing on the IP Infusion website and IP Infusion’s service websites belong to their respective companies.

**Copyright Notification**

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**Changes to this Privacy, Terms and Disclaimers Policy**

We reserve the right to change this policy at any time without prior notice to users of this site. This Privacy Policy was last updated on June 8, 2020. Please check here regularly to learn of any changes to this policy. If we make any material changes we will notify you by email or by means of a notice on this site prior to the change becoming effective. We encourage you to periodically review this page for the latest information on our privacy practices.

**Contacting Us**

If there are any questions or concerns regarding this Privacy Policy, or the personal information about you held by us you may contact our Privacy Compliance Officer at: [info@ipinfusion.com](mailto:info@ipinfusion.com). We have procedures in place to receive and respond to complaints or inquiries about our handling of personal information. We will describe the complaint procedures to anyone who makes inquiries or lodges complaints. If you are not satisfied with the response from our Privacy Compliance Officer after making a complaint, you may have recourse to additional remedies under applicable privacy legislation. For further information, please contact the federal Privacy Commissioner or your provincial Privacy Commissioner, as applicable.

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