

Privacy Policy (last updated: August 02, 2018)

At Epilogue, we know that you care how information about you is treated. As a result, we have created this Privacy Policy (sometimes referred to as this "Policy"). This Policy applies to Epilogue websites (including, but not limited to www.epiloguesystems.com and <https://opuseps.com>), services, products, technology platforms and applications that link to, display, post or otherwise reference these terms (each a "Site") and explains what information we gather from you when you visit a Site, how we may use and share this information, and the security approaches we use to protect your information. This Privacy Policy also includes a description of our policy regarding the handling of cookies (i.e., our "Cookie Policy").

By using this Site, you consent to the collection and use of your information by Epilogue in accordance with this Privacy Policy. If we decide to change our Privacy Policy, we will post those changes on this page and revise the "last updated" date on the Policy. Policy changes will apply only to information collected after the date of the change. This Privacy Policy applies only to Epilogue's practices regarding information which is collected on the Sites provided by Epilogue and not to the treatment of your information by a third party such as our client, your employer or another vendor to whom you provide information, or which may provide products or services for your use. As we cannot assume responsibility for what those parties do with your information, we encourage you to review the privacy policies of these other applicable entities to understand their information practices.

This Policy primarily focuses on our treatment of information which is personally-identifiable ("personal information"). Personal information is information that identifies or describes a particular individual, such as a person's first and last name, social security number, e-mail address, post address and telephone number. At times in this Policy, we may also describe our collection or data-handling practices related to information which is not personal information but which we believe you may be interested in knowing.

1. What information do we collect?

We collect information from you when you register on the Site, place an order, visit a Site, respond to communication such as e-mail, or participate in another Site feature.

- **Information You Provide.** When ordering, registering, responding to surveys or other communications, visiting or otherwise interacting with our Site, you may provide us information about yourself and your employer, such as your name, e-mail address, company name, mailing address, phone number, credit card information or other information. We may receive and store any information you enter on our Site or give us in any other way (by way of example, if you "like" or "follow" us via a third-party service). You may, however, visit our Site without providing such information, but you may not be able to take advantage of many of our features.
- **Information We Automatically Collect.** We collect IP addresses, device identifiers and session identifiers to analyze trends, to administer the site, to track user activities, to infer user interests, and to otherwise induce, deduce, and gather information about individual users and market segments.
- **Cookies, Web Beacons and Other Information.** Like many websites, we collect and use "cookies", "web beacons" and other information to enhance your experience and gather information about visitors and visits to our Site. Please refer to the "Do we use cookies and other information-gathering tools?" section below for information about cookies, and other information-gathering tools, and how we use them.
- We may collect information about you from other sources when you visit or use our Site or associated products and services, including third parties from whom we have purchased personal data (which we may combine with personal data provided by you). We use this information to update, expand and analyze our records, identify new customers and create more tailored advertising that may be of interest to you.
- Epilogue's cloud-based platforms collect generalized data about the usage of the application into which it has been integrated. Such information collected by us includes:
 - Information on which screens within the app have been viewed.
 - Information on which actions have been triggered within the app
 - Generalized information on the specific user's device and context -- such as device type, operating system type;

- Information about your physical location.
- Information passed to the Epilogue platform by its import capability.

All generalized usage data and related analytical information which is collected automatically by Epilogue is anonymized so as not to be personally identifiable. If personal information is explicitly passed to our platform Epilogue reserves the right to remove it from its data warehouse. For any period during which any such personal information is retained by us, we will take reasonable measures to protect it from disclosure and otherwise treat such personal information as described in more detail below.

2. How do we use your information?

We may use the information we collect from you when you register, purchase products, respond to a survey or marketing communication), surf the Site, or use certain other Site features in the following ways:

- To provide the service or solution about which you provided the information and provide additional updates.
- To personalize your Site experience and to allow us to deliver the type of content and product offerings in which you are most interested.
- To respond to your customer service or other requests.
- To process your transactions.
- To optimize or improve our products, services and operations
- To send out service announcements, such as if there are technical issues impacting the service.
- To communicate with you about your account or transactions with us and send you information about the operation of our Site or changes to our policies.
- To detect, investigate and prevent activities that may violate our policies, be illegal or give rise to liability.
- To protect the security and integrity of our Sites and correct technical problems and malfunctions.
- To administer a promotion, survey or other Site feature, provide or offer software updates or product announcements, or to send you other marketing messages . If you do not want to receive marketing or product communications from us, you may unsubscribe by following the applicable instructions in any of those communications.
- For purposes otherwise described in this Policy.

3. Do we disclose personal information we collect to outside parties?

We do not sell, trade, or otherwise transfer to outside parties your personal information unless we provide you with advance notice, except as described herein. Without providing notice to you, we may disclose your personal information to website hosting partners, affiliates, service providers, contractors and other parties who assist or support us in: (i) operating our Site (including where we “outsource” the hosting of the Site to a trusted third party contractor); (ii) providing services and products to you, (iii) conducting our business in connection with the provision of products or services to you (such as payment processing or data storage), or in otherwise servicing you. Also, without providing notice to you, we may contract with trusted third parties to provide complementary products or services which may be integrated with, linked to, or accessible from our Site and such third parties may require access to your personal information in order to effectively provide the complementary products or services to you. In all cases, the parties described above will be required to agree to only use your personal information for purposes of performing the tasks described above and to keep your personal information confidential under obligations similar to those in this Privacy Policy.

In addition to the above and without providing notice to you, in the event that we sell our company, or otherwise transfer any assets of our company, we may provide your personal information to the purchaser so that you may continue the relationship or business with our products and us. We may also release your personal information (without notice to you) when we believe release is appropriate to comply with the law, court order, or subpoena, or to enforce our Site policies, or protect ours or others' rights, property, or safety.

4. What are our obligations with regard to non-personal information?

In the event that any information we collect is, or later becomes, public information that is not required at the time to be maintained as confidential under applicable laws, or to the extent that any information we collect is neither personal in nature nor otherwise required to be maintained as confidential under applicable laws, then we shall have no responsibility or obligation hereunder in connection therewith. As an example, we may aggregate certain information we maintain with information about other individuals in a manner that does not disclose personal information specific to any individual. As an additional example, we may remove characteristics that make the individual personally identifiable, thereby de-personalizing the information. In either of these examples, we shall be free to utilize the information in any way (including providing such information to other parties for marketing, advertising or other uses) and, unless otherwise required by law, shall not be bound the terms of this Policy. As always, Epilogue will comply with all applicable laws and governing regulations in the collection, use and disclosure of information.

5. Correction/Updating Personal Information

You can correct or update your personally identifiable information by contacting us by electronic-mail at privacy@epiloguesystems.com or by telephone (281) 249-5405.

6. Do we use "cookies" and other information-gathering tools?

Yes. We describe how we use each of these technologies below.

Cookies: Cookies are small files that a site or its service provider transfers to your computer's hard drive through your Web browser (if you allow) that enables the site's or service provider's systems to recognize your browser and capture and remember certain information. When you use our Site or associated products and services, our servers or an authorized third party may place a cookie on your browser, which can collect information, including personal data, about your online activities over time and across different websites and mobile devices. We use cookies for a number of purposes. For instance, we use cookies to help us understand your preferences based on previous or current site activity, which enables us to provide you with improved and more personalized services. We also use cookies to help us compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future. In addition, may use cookies to track a user session within a subscribed product or to support our promotional activities and website development. For additional clarity, we use both session-based cookies (which disappear from your computer when you close your browser or turn off your computer) and persistent cookies (which remain on your browser after you close your browser or turn off your computer).

You may be able to choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies. You do this through your browser (like Mozilla Firefox or Internet Explorer) settings. Each browser is a little different, so look at your browser Help menu to learn the correct way to modify your cookies. If you turn cookies off, you won't have access to many features that make your Site experience more efficient and some of our services will not function properly.

Log Files: When you use our Site or associated products and services, our servers automatically record certain information sent by your web browser. These server logs may include information such as your web request, Internet Protocol ("IP") address, browser type, referring / exit pages and URLs, number of clicks and how you interact with links on the Service, domain names, landing pages, pages viewed, mobile carrier, and other such information.

Clear Gifs Information: When you use the Service or associated products and services, we may employ clear gifs (also known as web beacons) which are used to track the online usage patterns. In addition, we may also use clear gifs in HTML-based emails we send to our users to track which emails are opened by recipients. The information is used to enable more accurate reporting and make our Sites and associated products and services better.

Third Parties: We use third party tools, and contract with certain third parties (including third-party advertising networks), for ad targeting/tailoring, remarketing, conversion tracking, user assessment and analytics. For example, we use Google Analytics to help us analyze how our Sites are used, including the number of visitors, the websites visitors have come from and the pages they visit. Many of these tools and third parties collect the information as sent by your browser as part of a web page request on our Site, including cookies and your IP address. This information is used to help us understand usage of our Sites and associates products and services, to improve our Sites, to track and analyze trends and to help provide you with more relevant messages, including marketing messages. For example, we or third parties may

place or recognize a unique cookie on your browser when you visit our Sites for the purposes of serving you targeting advertising. These tools and third parties also receive this information and their use of it is governed by their privacy policy and opt out provisions, where applicable. The use of this information by the collecting parties is not covered by this Privacy Policy because Epilogue does not have access to or control of these cookies. For more information on Google's privacy practices, please see <http://www.google.com/intl/en/analytics/privacyoverview.html>.

Our Site may include third party social media features, such as the Facebook Like button and third-party widgets. These features may collect your IP address, which page you are visiting on our Site, and set a cookie to enable the feature to function properly. Your interaction with these features is governed by the privacy policy of the third-party company providing it.

Note that certain third parties engaged by your employer, internet provider or e-mail provider (or your e-mail provider itself) may use cookies. The use of such third-party cookies is not covered by this Policy, as we do not have access or control over these cookies and, therefore, cannot assume responsibility therefor. Please check with the relevant third parties' privacy policies to understand how they may use cookies.

Do Not Track: If you enable or send a "do not track" signal or similar mechanism relating to the tracking of browsing activities, we do not have practices or protocols to honor or respond to such a request. However, we only collect the types of information otherwise described in this Policy.

7. Safeguarding Your Personal Information

Epilogue follows generally accepted industry security standards, and implement commercially reasonable and appropriate measures, designed to safeguard and help prevent unauthorized access, maintain data security and correctly use such Personal Information. However, no commercial method of information transfer over the Internet or electronic data storage is known to be 100% secure. As a result, we cannot guarantee the absolute security of that information during its transmission or its storage in our systems.

8. Privacy and Third-Party Links

This Privacy Policy applies solely to information collected by our Sites – In an attempt to provide you with increased value, we may include third party links on our Site. These linked sites have separate and independent privacy policies. We therefore have no responsibility or liability for the content and activities of these linked sites. Nonetheless, we seek to protect the integrity of our Site and welcome any feedback about these linked sites (including if a specific link does not work).

9. Online Policy Only

This Privacy Policy applies only to information collected through our Sites and not to information collected offline.

10. Children

Our Sites are not directed for use by children under 18 and may not be used thereby. If you are under 18, you must get your parent or guardian to read and agree to these terms on your behalf before having any right to use or access the Site.

11. Questions and feedback

We welcome your questions, comments, and concerns about this Site. Please send us any and all feedback or questions pertaining to this Site to privacy@epiloguesystems.com with "WEBSITE PRIVACY POLICY" in the subject line or by mailing us at the following address:

Epilogue Systems, LLC
Post Office Box 296
Villanova, PA 19085

12. Consent to Processing in the United States

The Site is owned and operated by Epilogue in the United States. If you are visiting the Site from a country other than the United States, or otherwise sharing information with Epilogue, your communication with us will necessarily result in the transfer of information across international boundaries. Additionally, depending on the reason your information has been provided to us, your information may be further transferred or accessed by authorized individuals worldwide where your personal data may be protected differently than in your own country, and may be subject to disclosure pursuant to legal procedures in such other country. While the legal level of protection for personal information is not the same in all countries, Epilogue will take the security measures described in this Privacy Policy and will comply with all laws and regulations which are applicable to it. ***By using this Site, you consent to the collection, storage and processing of your information, in the United States and in any country to which we may transfer your information, in the course of our business operations.***

13. Your California Privacy Rights

Under California's "Shine the Light" law, California residents who provide personal information in obtaining products or services for personal, family or household use are entitled to request and obtain from us once a calendar year information about the customer information we shared, if any, with other businesses for their own direct marketing uses. If applicable, this information would include the categories of customer information and the names and addresses of those businesses with which we shared customer information for the immediately prior calendar year (e.g. requests made in 2018 will receive information regarding 2017 sharing activities).

To obtain this information from Epilogue please send an email message to **privacy@epiloguesystems.com** with "Request for California Privacy Information" on the subject line and in the body of your message. We will provide the requested information to you at your e-mail address in response. Not all information sharing is covered by the "Shine the Light" requirements and only information on covered sharing will be included in our response.