



Effective as of October 5, 2017

## Privacy Policy

ClassApps LLC (“ClassApps”, “we”, “us”, or the “Company”) is committed to protecting the privacy of individuals who visit the Company’s Web sites (“Visitors”), individuals who register to use our Services as defined below (“Customers”), and individuals who register to attend the Company’s corporate events (“Attendees”). Our Privacy Policy describes how we capture and use the information we gather about visitors to this website. The Policy covers the type of information collected, how it is collected, how it can be amended or deleted, user registration, web-tracking, online surveys, and newsletter subscription.

Certain of ClassApps’s services comply with the EU-US Privacy Shield Framework and the Swiss-US Privacy Shield Framework as set forth by the U.S. Department of Commerce regarding the collection, use and retention of personal information transferred from the European Union and Switzerland to the United States, respectively. ClassApps LLC dba ClassApps.com has certified to the Department of Commerce that it adheres to the Privacy Shield Principles. If there is any conflict between the terms in this privacy policy and the Privacy Shield Principles, the Privacy Shield Principles shall govern. To learn more about the Privacy Shield program, and to view our certification, please visit <https://www.privacyshield.gov/>.

With respect to personal data received or transferred pursuant to the Privacy Shield Framework, ClassApps LLC is subject to the regulatory enforcement powers of the U.S. Federal Trade Commission. In certain situations, ClassApps LLC may be required to disclose personal data in response to lawful requests by public authorities, including to meet national security or law enforcement requirements. In compliance with the Privacy Shield Principles, ClassApps LLC dba ClassApps.com commits to resolve complaints about our collection or use of your personal information. European Union or Swiss individuals with inquiries or complaints regarding our Privacy Shield policy should first contact ClassApps LLC via email or regular mail at:

[sales@classapps.com](mailto:sales@classapps.com)

ClassApps LLC

706 E 19<sup>th</sup> Street

Kansas City, Missouri 64108

1-800-774-4876 phone & fax toll free

1-913-544-3002 international

ClassApps LLC has further committed to refer unresolved Privacy Shield complaints to an independent dispute resolutions mechanism, the BBB EU PRIVACY SHIELD, operated by the Council of Better Business Bureaus. If you do not receive timely acknowledgement of your complaint, or if your complaint is not satisfactorily addresses, please visit <http://www.bbb.org/EU-privacy-shield/for-eu-consumers> for more information and to file a complaint. The services of BBB EU Privacy Shield are provided at no cost to you. Note the possibility, under certain limited conditions, for individuals to invoke binding arbitration before the Privacy Shield Panel to be created by the U.S. Department of Commerce and the European Commission.





These are our promises to you:

- 1. Notice.** When we collect your personal information, we'll give you timely and appropriate notice describing what personal information we're collecting, how we'll use it, and the types of third parties with whom we may share it.
- 2. Choice.** We'll give you choices about the ways we use and share your personal information, and we'll respect the choices you make.
- 3. Relevance.** We'll collect only as much personal information as we need for specific, identified purposes, and we won't use it for other purposes without obtaining your consent.
- 4. Retention.** We'll keep your personal information only as long as we need it for the purposes for which we collected it, or as permitted by law.
- 5. Accuracy.** We'll take appropriate steps to make sure the personal information in our records is accurate.
- 6. Access.** We'll provide ways for you to access your personal information, as required by law, so you can correct inaccuracies.
- 7. Security.** We'll take appropriate physical, technical, and organizational measures to protect your personal information from loss, misuse, unauthorized access or disclosure, alteration, and destruction.
- 8. Sharing.** Except as described in this policy, we won't share your personal information with third parties without your consent.
- 9. International Transfer.** The Company primarily stores Data in the United States. If we transfer your personal information to another country, this privacy policy shall apply, and we'll take appropriate measures to protect your privacy and the personal information we transfer.
- 10. Enforcement.** We'll regularly review how we're meeting these privacy promises, and we'll provide an independent way to resolve complaints about our privacy practices.

To learn more about our privacy practices, see our Privacy Policy details below:

### **Web Sites Covered**

This Privacy Statement covers the information practices, including how the Company collects, uses, shares and secures the personal information you provide, of Web sites that link to this Privacy Statement (collectively referred to as "ClassApps's Web sites" or "the Company's Web sites").

ClassApps's Web sites may contain links to other Web sites. The information practices or the content of such other Web sites is governed by the privacy statements of such other Web sites. The Company encourages you to review the privacy statements of other Web sites to understand their information practices.

### **Purpose**

Our company sells survey software - the surveys are designed and analyzed by client companies for their own purposes, sometimes for their own employees. Sometimes no personal data at all.





When expressing an interest in obtaining additional information about the Services, or registering to use the Web sites or other Services, or registering for an event, ClassApps requires you to provide the Company with personal contact information, such as name, company name, address, phone number, and email address (“Required Contact Information”). When purchasing the Services or registering for an event, ClassApps may also require you to provide the Company with financial qualification and billing information, such as billing name and address, credit card number, and the number of employees within the organization that will be using the Services (“Billing Information”). ClassApps may also ask you to provide additional information, such as company annual revenues, number of employees, or industry (“Optional Information”). When Visitors apply for a job with the Company, ClassApps may also require you to submit additional personal information as well as a resume or curriculum vitae (“Applicant Information”). Required Contact Information, Billing Information, Applicant Information, Optional Information, and any other information you submit to ClassApps to or through the Services are referred to collectively as “Data.”

Required Contact information is used to keep customers aware of new products and services, product and services improvements, product and services discounts, and account renewals.

We do not tolerate spam, and we will not sell, rent, lease, trade, swap, market, exchange, barter, distribute, or disclose the information we collect about you. If this practice should change in the future, we will update this policy and provide you with opt-out choice prior to sharing your data. If you wish to amend or delete your details, please e-mail us at the following address: [sales@classapps.com](mailto:sales@classapps.com). The information collected will be deleted within 90 days of when it is determined that it is no longer needed.

### **Web-tracking**

As you navigate the Company’s Web sites, ClassApps may also collect information through the use of commonly-used information-gathering tools, such as cookies and Web beacons (“Web Site Navigational Information”). Web Site Navigational Information includes standard information from your Web browser (such as browser type and browser language), your Internet Protocol (“IP”) address, and the actions you take on the Company’s Web sites (such as the Web pages viewed and the links clicked).

The information gathered is used to produce overall usage statistics about our site, which we use to evaluate the site. We do not correlate this information with data about individuals.

### **Cookies**

ClassApps uses login authentication cookies which are required to securely login to the Client Portal or to a SelectSurvey.NET cloud service account. These cookies that are session-based and persistent-based. Session cookies exist only during one session. They disappear from your computer when you close your browser software or turn off your computer. Persistent cookies remain on your computer after you close your browser or turn off your computer. You can control the use of cookies at the individual browser level, but if you choose to disable cookies, it may limit your use of certain features or functions on our Web sites or Services.

### **Log Files, IP Addresses, URLs and Other Data**





As is true of most Web sites, we gather certain information automatically to analyze trends in the aggregate and administer our Web sites and Services. This information may include your Internet Protocol (IP) address (or the proxy server you use to access the World Wide Web), device and application identification numbers, your location, your browser type, your Internet service provider and/or mobile carrier, the pages and files you viewed, your searches, your operating system and system configuration information, and date/time stamps associated with your usage. Due to Internet communications standards, when you visit or use the Company's Websites and Services, we automatically receive the URL of the website from which you came and the website to which you go when you leave our Website. This information is used to analyze overall trends, to help us improve our Websites and Services, to track and aggregate non-personal information, and to provide the Websites and Services. For example, ClassApps uses IP addresses to monitor the regions from which Customers and Visitors navigate the Company's Web sites. ClassApps also collects IP addresses from Customers when they log into the Services as part of the Company's security features.

### **Social Media Features and Single Sign-on**

The Company's Web sites may use social media features, such as the Facebook "like" button ("Social Media Features"). These features may collect your IP address and which page you are visiting on the Company's Web site, and may set a cookie to enable the feature to function properly. You may be given the option by such Social Media Features to post information about your activities on the Company's Web site to a profile page of yours that is provided by a third party social media network in order to share with others within your network. Social Media Features are either hosted by a third party or hosted directly on the Company's Web site. Your interactions with these features are governed by the privacy policy of the company providing the relevant Social Media Features. ClassApps also allows you to log in to certain of our Web sites and Services using sign-in services such as Facebook Connect. These services will authenticate your identity and provide you the option to share certain personal information with us such as your name and email address to pre-populate our sign-up form.

### **Billing**

ClassApps uses a third-party service provider to manage credit card processing. This service provider is not permitted to store, retain, or use Billing Information except for the sole purpose of credit card processing on the Company's behalf.

### **Compelled Disclosure**

ClassApps reserves the right to use or disclose information provided if required by law or if the Company reasonably believes that use or disclosure is necessary to protect the Company's rights and/or to comply with a judicial proceeding, court order, or legal process.

### **Service Providers**

ClassApps may share Data about Visitors, Customers and Attendees with the Company's contracted service providers so that these service providers can provide services on our behalf. These service providers are authorized to use your personal information only as necessary to provide the requested services to us. Without limiting the foregoing, ClassApps may also share Data about Visitors, Customers and Attendees with the Company's service providers to ensure the quality of information provided, and with third-party social networking and media Web sites, such as Facebook, for marketing and advertising on those Web sites. Unless described in this Privacy Statement, ClassApps does not share, sell, rent, or trade any information with third parties for their promotional purposes.





Pursuant to the Privacy Shield, ClassApps may be liable for the onward transfer of personal data to third parties.

### **Online surveys**

Occasionally we ask for information via online surveys from our website. Information is given on a voluntary basis. Non-participation will not inhibit your use of our web site in any way. If you provided the information to us in error, you may request its removal at any time. The information gathered will be used to produce overall statistics. Information will not be correlated with data about individuals.

### **Email subscription**

If you would like to unsubscribe to our account reminders or product emails, please send an e-mail with "Unsubscribe" in the subject heading to [sales@classapps.com](mailto:sales@classapps.com). Or click the "Unsubscribe" link in any email you wish to unsubscribe to.

### **Correcting and updating your Information**

All Customers have access to review, correct, delete or otherwise modify any of the personal information securely via the Client Portal on our web site or by request in email to [sales@classapps.com](mailto:sales@classapps.com), or by phone or letter. ClassApps may retain your information for a period of time consistent with the original purpose of collection. For instance, we may retain your information during the time in which you have an account to use our Web sites or Services and for a reasonable period of time afterward. We also may retain your information during the period of time needed for ClassApps to pursue our legitimate business interests, conduct audits, comply with our legal obligations, resolve disputes and enforce our agreements.

### **Customer Data**

ClassApps's Customers may electronically submit data or information to the Services for hosting and processing purposes ("Customer Data"). ClassApps will not review, share, distribute, or reference any such Customer Data except as provided in ClassApps's Subscription Agreement, or as may be required by law. In accordance with ClassApps's Subscription Agreement, ClassApps may access Customer Data only for the purpose of providing the Services or preventing or addressing service or technical problems or as may be required by law. Additional information about the Company's privacy and security practices with respect to Customer Data is available [here](#).

ClassApps acknowledges that you have the right to access your personal information. If personal information pertaining to you as an individual has been submitted to us by a ClassApps customer and you wish to exercise any rights you may have to access, correct, amend, or delete such data, please inquire with our customer directly. Because ClassApps personnel have limited ability to access data our customers submit to our Services, if you wish to make your request directly to ClassApps, please provide the name of the ClassApps customer who submitted your data to our Services. We will refer your request to that customer, and will support them as needed in responding to your request within a reasonable timeframe.

### **In summary**

To summarize our Privacy Policy, any information you supply via our website will be known only to you and to ClassApps. We will not release your personal data to anyone else without your express consent. This privacy policy only covers the ClassApps.com websites at: [www.classapps.com](http://www.classapps.com) and [www.selectsurvey.net](http://www.selectsurvey.net). Other links from within this site to other websites are not covered by this policy.





If you have any questions about our Privacy Policy, please contact us at 706 E 19<sup>th</sup> Street, Kansas City, Missouri 64108 or at [sales@classapps.com](mailto:sales@classapps.com).

