

## **3Diligent Privacy Policy**

3Diligent takes your privacy very seriously. This document sets forth a list of promises that we make to you regarding your privacy and security on the 3Diligent website at [www.3Diligent.com](http://www.3Diligent.com) and while using the website as a member of the public or as a Customer or a Vendor. This document will let you know what information we collect from you as a 3Diligent website visitor, it will advise you how we use that information and state how you can obtain and change the information that we have. This document is issued as our commitment to you and is in conformity with California Business and Professions Code section 22575.

### **Collection and Use of Information**

3Diligent collects information from you when you visit and use the website as well as when you sign up for a Vendor or Customer Account and other services. This information includes your name, address, telephone number, email address, billing information, URL information, IP Address and other data relating to the sale, use and billing of such services. This information is used for the registration and management of your account as well as for the fulfillment of any agreement that you may enter into as a Customer or Vendor on our site. This information will be used to contact you in the event that any additional information is needed for any order that you place and for purposes of collecting any outstanding balance on your account.

As a Customer, we will collect the above information in addition to any information that you submit to us in connection with any Request for Quotation (RFQ), Written Amendment, Change Order and any other communication related thereto. We will use this information to facilitate your negotiations and any contract that you reach with any Vendor. The information that you provide to us in the form of plans, specifications, drawings or details regarding your RFQs will be disclosed to Qualified Vendors meeting the criteria necessary to fulfill your order. In some instances it may be disclosed to third parties, such as subcontractors that may be necessary to complete your orders.

As a Vendor, we will collect the above information in addition to any information that you submit to us in connection with any Bid or Quotation on any RFQ, Written Amendment, Change Order and any other communication related thereto. We will use this information to facilitate your negotiations and any contract that you reach with any Customer. The information that you provide to us in your quotation including terms, capabilities, qualities, materials and pricing will be disclosed to the Customer submitting the RFQ. Your company name, address and capabilities will also be used to allow Users to provide Customer and/or Vendor ratings and reviews. You agree to allow us to use your company logo for this purpose as well if we are able to do so. If you would like a particular graphic used for this purpose please contact us at [support@3Diligent.com](mailto:support@3Diligent.com).

3Diligent will also use the information collected from you internally to facilitate your RFQ Contract, provide the services that you have requested and facilitate Customer and Vendor communications, requests, negotiations, and dealings. 3Diligent will from time to time also communicate with you regarding products and services that we provide as well as specially selected products and services on behalf of our marketing partners. 3Diligent will also in some instances share your personally identifiable information with our approved marketing partners for marketing purposes related to specific special offers that we believe you would like to receive based upon the services that you express an interest in from us. We require all marketing partners to comply with the Federal CAN-SPAM Act and all other applicable laws. We require that each such marketing partner provide a conspicuous opt-out link for your use to remove your information from their email list. Furthermore, if you wish us not to share your email address or other personally identifiable information you may contact us by email at [support@3Diligent.com](mailto:support@3Diligent.com).

### **Additional Information We Collect**

In addition to the Vendor and Customer registration information set forth above, 3Diligent also records and tracks your IP address and browser type for purposes of security, maintaining the website and ensuring the best possible user experience. We also employ the use of Google Analytics and other third party software which may place and review cookies (see below) on your computer which pertain to you to help us evaluate our site as you use it in order to ensure the best possible user experience. This non-personally identifiable information and certain other non-personally identifiable data is also tabulated in the aggregate for purposes of determining broad demographic usage information and is, on occasion, shared with third-parties to provide more relevant products, features and services to our users, Vendors and Customers. We do not link this aggregate user data with personally identifiable information when it is provided for this purpose.

### **Cookies**

A cookie is a small text file that we place on your computer as you use our site to help us identify you and track your use of our site for record-keeping, administrative, marketing and performance purposes. By your use of the 3Diligent website you consent to allow us and our third party analytics partners to place cookies on your computer and to access them as you navigate our website. This helps us provide a better and more valuable user experience for everyone using our website and Service.

### **Links to Other Sites**

This website contains links to other sites that are not owned or controlled by 3Diligent. Please be aware that we are not responsible for the privacy practices of such other sites. We encourage you to be aware of when you leave our site and to read the privacy statements of each and every website that you visit and how it collects and uses your personally identifiable information.

### **Limited Use of Information**

Information that you submit to us will be disclosed as described herein to facilitate your negotiations and contracts via the Service. Both the Customer and Vendor Agreement terms specifically limit the use of any information disclosed in the process of negotiating a contract to use for that purpose and expressly prohibit disclosure to third parties. If you believe that you have been contacted in a manner that is in violation of our Web Terms, Customer Terms, Vendor Terms or this Privacy Policy, please notify us and include all information you may have as to the nature of any communication that you received and the identity of the person initiating such communication. Please send all notices under this paragraph to [support@3Diligent.com](mailto:support@3Diligent.com).

According to our Terms of Service misuse of such information can result in the termination of a user account.

### **Security**

The security of your personal and RFQ information is important to us. Information that you submit in relation to a financial transaction is encrypted using secure socket layer technology (SSL). Information in our possession is maintained according to generally accepted industry standards. No method of transmission over the Internet, or method of electronic storage, is 100% secure, however. Therefore, while we strive to use commercially acceptable means to protect your personal information, we cannot guarantee its absolute security.

If you require specific assurances as to our security or if you have any questions about security on our website, you may contact us at [support@3Diligent.com](mailto:support@3Diligent.com).

### **Business Transitions**

In the event 3Diligent goes through a business transition, such as a merger, acquisition by another company, or sale of all or a portion of its assets, your personally identifiable information will likely be among the assets transferred. You will be notified of any such change in ownership or control of your personal information via email at the address you have provided during registration.

### **Updating Your Information**

The 3Diligent Terms of Service requires that all customers keep their account information current at all times. However, the above collection practices may cause our systems to collect and maintain other information as described above pertaining to you in addition to your account information. As to any such additional information for customers or any information collected from individuals not a Customer or Vendor of 3Diligent, we provide the opportunity for you to update and in some instances remove the data that we have collected. In order to update your information you may send an email to [support@3Diligent.com](mailto:support@3Diligent.com) with proof of your identity and your name and email address. Upon confirming your identity we will provide you with a record of the information that we have and instructions as to how you may make any changes or deletions.

### **Changes in this Privacy Statement**

If we decide to change our privacy policy, we will post a new Privacy Policy on the website, and post a notice of the change on our homepage and other place on our website that we deem it appropriate so that you are aware of the changes. Changes to this Privacy Policy will be effective immediately upon posting. It is your responsibility to remain aware of the terms

contained herein. Should you not agree to the terms contained herein, your option is to cease visiting this website or to terminate your Vendor or Contractor Agreement under the terms provided for doing so therein.

### **As Required by Law**

We reserve the right to disclose your personally identifiable information as required by law and when we believe that disclosure is necessary to protect our rights and/or to comply with a judicial proceeding, court order, or legal process served on our website.

### **3Diligent – Under 13 Privacy Statement Information Collection & Use**

3Diligent does not target this website to children under 13 years of age. While all 3Diligent website content is generally appropriate for children we do not knowingly collect personal information from children under 13. If we become aware that a child under 13 has provided us with personal information, we take steps to remove such information and terminate the child's account. If you are aware of any information that we may have that belongs to a child under 13 years of age please advise us at [support@3Diligent.com](mailto:support@3Diligent.com).

Version 1.04 – 030615  
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