

Teamworks Privacy Policy

Initial Policy Release: April 18th 2016

Policy Amendment: July 5th 2016

BioConnect Teamworks (“**Teamworks**”) is committed to protecting and respecting your privacy. Subject to its terms, this Privacy Policy (“**Policy**”) sets out the basis on which we treat any personal information collected from you or that you provide to us in conjunction with our services. Please read the following carefully to understand our practices regarding your personal information. This Policy complies with all applicable privacy legislation, including the Canadian Personal Information Protection and Electronic Documents Act (“**PIPEDA**”) and the Ontario Personal Information Protection Act (“**PIPA**”).

What is Covered by this Policy

This Policy describes how we collect and use information that customers provide to us in connection with the creation or administration of Teamworks accounts on www.teamworks.cloud, which we refer to as “Account Information”. For example, Account Information includes names, usernames, phone numbers, email addresses and billing information associated with a customer’s Teamworks account.

This Policy does not apply to the content that our customers store on our Teamworks system (“Customer Content”), including any personal information about their employees and other end users. In addition, see your agreement with AWS and the Teamworks Data Protection FAQ for more information about how we handle Customer Content.

How Teamworks uses Account Information

Teamworks is a product produced by BioConnect and is therefore governed by the information practices set out at BioConnect.com. The Account Information we collect is subject to the BioConnect.com Privacy Policy that can be found at the bottom of that webpage. By visiting the Teamworks page (the “Site”) on the BioConnect website, you are accepting the practices described in the BioConnect.com Privacy Policy and those set out in this Policy. Note that if you have an account on www.BioConnect.com or had an account on www.entertechsystems.com, Teamworks may obtain access to personally identifiable information contained in those accounts in order to improve the services we offer.

1. If you register with us, fill out a profile page, create a tile, purchase products or services, send us an email, send us feedback or share personal information with us in any other way, we will collect and may store the information you share. This depends on the information you choose to provide, but may include your name, email address, credit card information or other billing information. You are not required to share this information with us, but without it you may not be able to access certain content or features or participate in certain areas of our product offering and the Site.

2. If you use our Site, Teamworks may collect information about your computer including, but not limited to your internet protocol address, Internet Service Provider, browser type and referring website addresses. This is statistical data about our users' browsing action and patterns and does not contain personally identifiable information. To the extent that this information can be considered to be personal information, it is governed by this Policy.
3. If you use a mobile device to access our services or Site, Teamworks may collect information such as your device type, device identifiers (such as cell-ID), mobile service provider, and your actual and/or approximate location (such as latitude, longitude, signal strength) through GPS or cell tower information
4. If you use our Site, Teamworks may obtain information about your general internet usage, including but not limited to access times, clicks and information on cookie files and web beacons. You may refuse to accept these cookies, however if you select this setting, it may affect your usage of the Site.
5. If you post information on public areas of the Site (or elsewhere on the internet), such information may be collected, stored and used by anyone, including us. (We strongly recommend that you do not post any information that allows strangers to identify or locate you.)

Third Parties

Like most other websites, third parties such as advertisers may directly gather anonymous information from users of the Site through automated means such as cookies, web beacons and other technologies. This Policy does not cover how third parties use cookies or other technologies or any information they gather through such technologies.

The Site and our services may contain links to websites or other properties and content operated by third parties over which Teamworks has no control. Their privacy policies may be different from our Policy, and you access such linked websites or third-party content at your own risk.

How the Collected Information is Used

We use information that we collect to help us provide you with better service. Among other things, the information we collect enables Teamworks to:

- efficiently provide you with our services
- improve our services and Site
- ensure that contents in the Site are presented in the most effective manner for you and your computer
- communicate with you
- conduct research and analysis
- customize the content and advertising you see
- provide you with additional information we think is of interest to you
- fulfill your requests for products, services and information and validate your user rights
- provide anonymous reporting for internal and external clients

- comply with legal requirements

We also may engage third parties to help us track and analyze anonymous information from users who visit the Site or use our services.

How/When the Collected Information is Disclosed

Teamworks does not share, sell, rent, or trade Account Information collected through its Site with third parties except as outlined in this Policy. These third party service providers may only use information we provide to them as requested and instructed by Teamworks. Teamworks may share information with third parties who resell the Teamworks service and/or provide value added services such as payroll outsourcing, and other administrative services.

Teamworks may offer solely or jointly with third parties, webinars, white paper downloads, or other services related to Teamworks offerings or services. We may share your contact information and product interest in these offering or services with third parties to communicate with you.

Teamworks may disclose information in special cases when we have a good faith belief that such action is necessary to: (a) conform to legal requirements or comply with legal process; (b) protect and defend our rights or property; (c) enforce the website Terms and Conditions; or (d) act to protect the interests of our users or others.

If Teamworks goes through a business transition, such as a merger, acquisition by another company, or sale of all or a portion of its assets, your personal information collected through our Site may be among the assets transferred.

Communicating with you by Email

By providing your email address to Teamworks or communicating with Teamworks via email, you are deemed to expressly consent to receiving email communications from Teamworks in conjunction with the services that Teamworks provides to you.

Storage of Your Personal Information

Teamworks takes all steps reasonably necessary to ensure that your data is treated securely in accordance with this Policy and applicable privacy legislation. Account Information is stored on servers that Teamworks manages, using standard security procedures and practices appropriate to the nature of the information. Please be aware that no data transmission over the Internet can be guaranteed to be 100% secure. As a result, we cannot guarantee or warrant the security of any information you transmit on or through the Site or by using our services and you do so at your own risk.

Consent

If you have previously provided personal information to Teamworks or do so after the posting of this Policy on the Site, and you do not specifically advise Teamworks that you do not wish that your personal information be used or continue to be used and disclosed as set out in this Policy, Teamworks will assume that you are consenting to its use and disclosure in accordance with this Policy. You may withdraw your consent at any time, upon reasonable notice to Teamworks, by contacting our privacy officer at the email address below. Please note that your withdrawal of consent may affect Teamworks' ability to provide its services to you and may take a number of weeks to put into effect.

Testimonials

We post customer testimonials on our websites that may contain personal information such as the customer's name. We obtain the customer's consent prior to posting their name along with their testimonial. If you wish to request the removal of your testimonial, contact us at teamworks@bioconnect.com.

Social Media Features and Widgets

Our Site includes social media features, such as YouTube videos, the Facebook Like button, and widgets such as the Share button or interactive mini-programs that run on our websites. These features may collect your IP address, which page you are visiting on our websites, 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 websites. Your interactions with these features are governed by the privacy statement of the company providing it.

Cookies and Similar Technologies

Cookies are small text files that our Site asks to place on your computer's hard drive. If your browser is set to accept cookies, then your browser adds the text in a small file. We do not use cookies to read any other information on your computer's hard drive. We use cookie technology to authenticate your access to various areas of our websites, understand your interests, help analyze web traffic, and tailor content to your preferences. You can configure your browser to refuse cookies, or to warn you before a cookie is placed. If you disable cookies, some parts of our Site may not function properly or at all.

We use web beacons or transparent GIF files, that may be included on our websites and messages, that are typically used in conjunction with cookies, to help us manage our online advertising and measure its effectiveness, identify our users, and analyze traffic. Web beacons may also assist us with understanding which advertisements are most effective by notifying us if webpages, emails, or ads have been viewed or clicked. The information that we collect by means of these technologies is anonymous.

We may also use other technologies similar to cookies and web beacons such as HTML5 Local Storage, local shared objects, tags, and scripts. These technologies are used for similar purposes as cookies and web beacons. These technologies can operate across

all of your browsers, and in some instances will require additional steps beyond browser settings to manage their use and removal. We, and our third party partners, use these technologies to provide certain features on our website, to display advertising based on your web browsing activities, and/or to store content information and preferences. Various browsers may offer their own management tools for removing these technologies.

Foreign Countries

Your personal information may be transferred to and maintained on servers or databases located outside your province, state or country or to a jurisdiction where the privacy laws may not be as protective as those in your location. If you are located outside of Canada, please be advised that Teamworks processes and stores information in Canada and/or the US and/or the EU and your use of our Site or services constitutes your consent to and understanding of this processing and storage.

TeamWorks Custom Fields

Custom fields within our application are available for all users. These fields can hold any information at the user's discretion. TeamWorks is not responsible for any information that is placed in these fields. IE: users date of birth, SIN number, Age, Address, Etc. Any information added is at your own risk.

Changes to our Website Privacy Policy

We reserve the right to change or update this Policy at any time. Changes to this Policy will be posted on the S. We encourage you to periodically review this Policy for any changes. For new users, changes or updates are effective upon posting. For existing users, changes or updates are effective 30 days after posting.

Your Rights

You have the right to access information held about you in accordance with applicable privacy legislation. You may also request that we correct personal information that we hold about you subject to applicable privacy legislation.

Contact

BioConnect Teamworks is operated by Entertech Systems Inc. Any questions about this Policy or its application or about Teamworks privacy practices, please contact:

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