

Email Services Privacy Policy

1. Introduction

- **1.1** We are committed to safeguarding the privacy of our email services users; in this policy we explain how we will treat your personal information. As a user of our email services your privacy is important to us. We are dedicated to safeguarding your personal and financial information. We restrict access to confidential personal information about you to those employees who need to know that information to provide products or services to you. We maintain physical, electronic, and procedural safeguards to comply with federal standards to guard your confidential personal information.

2. Collecting personal information

- **2.1** We may collect, store and use the following kinds of personal information:
 - **(a)** information about your computer and about your visits to and use of this email services (including your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation path).
 - **(b)** when you create an account with our email service we collect the information you provide to us. (Please note, when you use our email services, we may recognize you or your devices even if you are not signed in to our email services.) We may use device IDs, cookies, and other signals, including information obtained from third parties, to associate accounts and/or devices with you.
 - **(c)** when you use our Services to communicate with others or post, upload or store content (such as comments, photos, voice inputs, videos, emails, messaging services and attachments).
 - **(d)** we analyze and stores all communications content, including email content from incoming and outgoing mail. This allows us to deliver, personalize and develop relevant features, content, advertising and email services.
 - **(e)** when you sign up for paid services, use services that require your financial information or complete transactions with us or our business partners, we may collect your payment and billing information.
 - **(f)** information that you provide to us when registering for our services.
 - **(g)** information that you provide when completing your profile on our website (including, but not limited to, your name, email address, phone number);
 - **(h)** information that you provide to us for the purpose of subscribing to our email notifications and/or newsletters or other notifications (including your name and email address).

- (i) information that you provide to us when using our services, or that is generated in the course of the use of those services.
- (j) information that you send or post through our email services (including your user name, your profile pictures and the content of your posts).
- (k) information contained in or relating to any communications that you send to us or send through our email services (including, but not limited to, the communication content and meta data associated with the communication).
- (l) any and all other personally identifiable private information, including but not limited to names, address, age, social security number, assets, income, net-worth, account balances, account numbers, beneficiary information, investment history or any other information that you may disclose to us or our affiliated agents and companies.
- **2.2** Before you disclose to us the personal information of another person, you must obtain that person's consent to both the disclosure and the processing of that personal information in accordance with this policy.

3. Using your personal information

- **3.1** Personal information submitted to us through our services will be used for the purposes specified in this policy or on the relevant pages affiliated with the services.
- **3.2** We may use your personal information to:
 - (a) administer our email services and business;
 - (b) contact you regarding our services described;
 - (c) send you non-marketing commercial communications;
 - (d) deal with inquiries and complaints made by or about you relating to our website;
 - (e) keep our website secure and prevent fraud;
 - (f) verify compliance with the terms and conditions governing the use of our website;
 - (g) to complete transactions or account changes, as directed by you;
 - (h) to maintain and/or service your account;
 - (i) if required or permitted by law or regulatory authorities with jurisdiction;
 - (j) conduct research and support innovation;
- **3.3** If you submit personal information for publication through our services, we will publish and otherwise use that information in accordance with the license you grant to us.
- **3.4** We will not, without your express consent, supply your personal information to any third party for the purpose of their or any other third party's direct marketing.

4. Disclosing personal information

- **4.1** We may disclose your personal information:
 - **(a)** to the extent that we are required to do so by law;
 - **(b)** in connection with any ongoing or prospective legal proceedings;
 - **(c)** in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk); and
 - **(d)** to provide the services you have agreed to have us perform.
- **4.2** Except as provided in this policy, we will not provide your confidential personal information to third parties.

5. Retaining personal information

- **5.1** This Section 5 sets out our data retention policies and procedures, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal information.
- **5.2** Personal information that we process for any purpose or purposes shall not be kept for no longer than is necessary for that purpose or those purposes.
- **5.3** Notwithstanding the other provisions of this Section 5, we will retain emails and documents (including electronic documents) containing personal data:
 - **(a)** to the extent that we are required to do so by law;
 - **(b)** if we believe that the documents may be relevant to any ongoing or prospective legal proceedings; and
 - **(c)** in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk).
 - **(d)** to provide the services you have agreed to have us perform

6. Security of your personal information

- **6.1** We will take reasonable technical and organizational precautions to prevent the loss, misuse or alteration of your personal information.
- **6.2** We will store all the personal information you provide on our secure (password- and firewall-protected) servers.
- **6.3** You acknowledge that the transmission of information over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

7. Amendments

- **7.1** We may update this policy from time to time by publishing a new version on our website.
- **7.2** You should check this page occasionally to ensure you are happy with any changes to this policy.

8. Your rights

- **8.1** You may instruct us to provide you with any personal information we hold about you; provision of such information will be subject to:
 - **(a)** the payment of a fee; and
 - **(b)** the supply of appropriate evidence of your identity.
- **8.2** We may withhold personal information that you request to the extent permitted by law.
- **8.3** You may instruct us at any time not to process your personal information for marketing purposes.
- **8.4** In practice, you will usually either expressly agree in advance to our use of your personal information for marketing purposes, or we will provide you with an opportunity to opt out of the use of your personal information for marketing purposes.

9. Third party websites

- **9.1** Our website includes hyperlinks to, and details of, third party websites.
- **9.2** We have no control over, and are not responsible for, the privacy policies and practices of third parties. We encourage you to be aware when you leave our site and to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies only to information collected by this website

10. Updating information

- **10.1** Please let us know if the personal information that we hold about you needs to be corrected or updated.

11. Our details

- **11.1** This website is owned and operated by KonnexMe, LLC.
- **11.2** Our principal place of business is at 4105 Lexington Ave. N Suite 360 Arden Hills, MN 55126.
- **11.3** You can contact us by email at info@konnexme.com, by using our website contact form, or by telephone at (888) 262-1424.

12. Information from Cookies and other technologies

- **12.1** We collect information when you access content, advertising, sites, interactive widgets, applications, and other products (both on and off of our services) where our data collection technologies (such as web beacons, development tools, cookies and other technologies, etc.) are present. These data collection technologies allow us to understand your activity on and off our services and to collect and store information when you interact with services we offer to partners.

This information also includes the kind of content or ads served, viewed or clicked on; the frequency and duration of your activities; the sites or apps you used before accessing our services and where you went next; whether you engaged with specific content or ads; and whether you went on to visit an advertiser's website, downloaded an advertiser's app, purchased a product or service advertised, or took other actions.

13. Children under the age of 13

- **13.1** Our services are not intended for children under 13 years of age. No one under age 13 may provide any personal information to or through our services. We do not knowingly collect personal information from children under the age of 13. If you are under the age of 13, do not use or provide any information through our services or on or through any of its features on the Website, make any purchases through the Website, use any of the interactive or public comment features of this Website or provide any information about yourself to us, including your name, address, telephone number, e-mail address or any screen name or user name you may use. If we learn we have collected or received personal information from a child under the age of 13 without verification of parental consent, we will delete that information.

14. Gmail integration and additional requirements

- **14.1** Our Platform enables you to read, create and modify messages in your Gmail account. In order to provide you with this service, we obtain, process and store a copy of the Google user data contained in or associated with messages in your Gmail account, such as the email addresses of persons to whom you send or from whom you receive messages in your Gmail account, electronic copies of the files attached to those messages, and the contents of those messages. Only actions taken by the Google user must be in writing and only the specific Google user may take specific actions as it relates to their Gmail and the information held in their Gmail account.

We refer to the Google user data described in the immediately preceding paragraph as "Google User Data." Google User Data is subject to the additional limitations on its use, transfer and accessibility set forth below:

- **(a)** We will use Google User Data only to provide or improve user-facing features of the Services that we provide;
- **(b)** We will only transfer Google User Data to unaffiliated third parties (a) if necessary, to provide or improve user-facing features that are prominent in the Services, (b) as necessary to comply with applicable law or (c) as part of a merger, acquisition or sale of assets with notice to you;
- **(c)** We will not use or transfer your Google User Data for serving ads, including retargeting, personalized or interest-based advertising;
- **(d)** We will not allow humans to read your Google User Data unless:

- **(i)** We have first obtained your affirmative agreement for specific messages;
- **(ii)** It is necessary for security purposes (such as investigating a bug or abuse);
- **(iii)** It is necessary to comply with applicable law; or
- **(iv)** Our use is limited to internal operations and the data (including derivations) have been aggregated and anonymized.

Note that we may obtain personal data that is included in your Google User Data from sources other than the messages in your Gmail account. For example, we may obtain your email address when you register for the Service. Personal data that we obtain from sources other than messages in your Gmail account is not considered Google User Data for the purposes of this Privacy Policy and is not subject to the additional requirements described above.