

## Privacy Statement

We are committed to protecting your privacy. This privacy statement explains the data collection and use practices of iLinc Communications, Inc. (“iLinc”, “we” or “our”) as the provider of the products or services (together with our authorized agents) and the person or entity (the “Customer”, “you” or “your”) who is identified on the order form (the “Order Form”), together with the individuals who are authorized by Customer to access the Software and Services (the “End Users”). This privacy statement describes Customer’s (and each individual End User’s) rights and responsibilities when accessing and using iLinc’s Web conferencing software (the “Software”) and iLinc’s Web and audio conferencing services (the “Services”). By access and use of the Software and Services, Customer and each of its authorized End Users are consenting to the information collection and use practices described in this privacy statement.

### Collecting Your Information

Information that is provided by meeting organizers or administrators such as meeting schedules, attendee lists, subject matter, and content of any Web presentations, visual or audio, and any content uploaded to our servers by meeting organizers or administrators is considered confidential to the Customer or End User where such information was provided. We will not view such information except as necessary to appropriately provide and support the Software. We will use the information for the purpose of capacity planning and anticipating, diagnosing, supporting or resolving any problems that might limit or disrupt the Software. Any business information collected during the event may also be used to facilitate debugging during development, or to debug customer reported errors.

We will collect your personal information if you choose to register or request information for the Software or participate in an event facilitated by the Software. The information we collect may include your name, postal address, email address, telephone number, facsimile number, company name, job title, and information about your company as well as information about the nature of your usage of our Software, including the number of event attendees, duration, and frequency of events.

Furthermore, as part of the Software, we collect and log information concerning participants, including but not limited to which participants viewed slides during the presentation, questions and answers that are delivered to other participants, slide transitions, notes or annotations made by you and any other participants, application sharing, or posting of comments. This information may also be viewed by other participants. We also collect polling results including how each participant voted. This information is also shared with the party who is hosting or sponsoring the event.

We may collect certain anonymous information about your visit, such as the name of the Internet service provider and the Internet Protocol (IP) address through which each participant accessed the Internet; the date and time you access the Web site; the pages that each participant accessed while at the Web site and the Internet address of the Web site from which you linked directly to our site. This anonymous information is used to help improve the Software, analyze trends, and administer the Software.

### Use of Personal Information

The personal information we collect will only be used to provide the service. This may include using the personal information to:

- Provide you with important information about the Software, including critical updates and notifications;
- Allow third parties to offer or provide services;
- Provide you with more effective customer service;
- Substantiate bills to our customers;

- Authenticate the participant;
- Send information about products, services, special promotions, if permitted in your user profile;
- Share your registration information and aggregate usage data with our partners, who may occasionally use your email address to notify you of changes or additions to their services.

We occasionally hire other companies to provide limited services on our behalf, such as handling the processing and delivery of mailings, providing customer support, or performing statistical analysis of our services. We will only provide those companies the personal information they need to deliver the service. They will be required to maintain the confidentiality of that information and are prohibited from using that information for any other purpose. We may access and/or disclose personal information if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on us or the site; (b) protect and defend our rights of property; or, (c) act in urgent circumstances to protect the personal safety of our employees, users of our products or services, or members of the public. Personal information collected by us, may be stored and processed in the United States or any other country in which we or our partners or affiliates, subsidiaries or agents maintain facilities, and by using this site, you consent to any such transfer or information outside of your country.

We also use the information that we collect to set up the Software or Service for Customers and their End Users. We may use the information to contact Customers to further discuss customer interests in iLinc, the Services that we provide or that our partners provide, and to send information regarding our company or partners, such as promotions, products and events. Customers are invited to receive an email newsletter by providing an email address. Customer email addresses and any personal customer information will not be distributed or shared with third parties. Customers can opt out of being contacted by us, or receiving such information from us, at any time by sending an email to [support@iLinc.com](mailto:support@iLinc.com). Separately, customers are also asked to provide an email address when registering, in order to receive a username and password or be reminded of that information using that email information. Again, email will not be distributed or shared and Customers can opt out of receiving any communication at the time it is distributed, at the time any customer registers for the Service or by updating an End User's profile.

#### Control of Your Personal Information

Except as otherwise described in this statement, personal information you provide related to the Software will not be shared outside of our Company and its controlled subsidiaries and affiliates without your permission. With regard to personal information that is collected at registration from our users (e.g. name, user ID, email address), we present the option not to receive communications regarding the Software. Customers who no longer wish to receive communications may opt out or unsubscribe from receiving these communications.

#### Access to Personal Information

If your personally identifiable information changes, we will endeavor to provide a way to correct or update your personal data. Customers can log in and click on the User links to modify their own personal information. Our customers also may contact us using email at our support Web site.

#### Security of Your Personal Information

We are committed to protecting the security of your personal information. We use a variety of security technologies and procedures to help protect your personal information from unauthorized access, use, or disclosure. For example, we store the personal information you provide on computer servers with limited access that are located in secure and controlled facilities. We do not disclose your private, online communications except as appropriate during an event to the participants of that event.

#### Use of Cookies

We may from time to time use cookies to save information (name, address, phone number, email address) so

you are not asked to reenter this information each time you visit the Web site. A cookie is a small text file that is placed on your hard disk by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a Web server in the domain that issued the cookie to you. The primary purpose of cookies is to provide a convenience feature to save you time. With certain exceptions, you have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you can still use the Software, but you may be required to fill in information each time you sign on, and you may not be able to fully experience all of the features of this or other Web sites you visit. Our session cookies may contain encrypted information to allow the system to uniquely identify you while you are logged in. This information allows us to process your online transactions and requests. Session cookies help us make sure you are who you say you are after you've logged in and are sometimes required in order to use the Service. We may also use persistent cookies, that only iLinc can read and use, to identify the fact that you are a iLinc Customer. We are especially careful about the security and confidentiality of the information stored in persistent cookies. For example, we do not store account numbers or passwords in persistent cookies. Finally, a cookie will be set when you agree to our software license agreement, in order to facilitate future access to the service. This cookie is also used in subsequent sessions to take you directly to our service and you will not be able to use the Software if you disable this cookie.

#### Links to Other Web Sites

This Web site may contain links to other Web sites. Please be aware that this privacy statement applies solely to the information collected by the Software. We are not responsible for the privacy practices or the content of other Web sites. In some cases, our service may be hosted by a customer on the customer's site. In such cases when our service is being run on the customer's network, users should visit our Web site in order to review the privacy policy. We encourage you to be aware when you are leaving this Web site and to read the privacy statements of each and every Web site that you visit before providing any personal information.

#### Opt-Out Policy:

iLinc will offer to Customers and End Users a means to choose how we may use information provided. If, at any time after registering for information or use of the Software or Service, you change your mind about receiving information from us or about sharing your information with third parties, send us a request specifying your new choice. Simply send your request to [support@iLinc.com](mailto:support@iLinc.com).

#### Changes to the Privacy Statement

We may occasionally update this privacy statement. When we do, we will revise the date in the footer of this privacy statement. We encourage you to periodically review this privacy statement to stay informed about how we are helping to protect the personal information we collect. Your use of the Software constitutes your agreement to this privacy statement and any updates.

#### Contact Information

We welcome your comments regarding this privacy statement. If you believe we have not adhered to this privacy statement, please contact us by email or postal mail at iLinc Communications, Inc., 2999 North 44<sup>th</sup> Street, Suite 650, Phoenix, Arizona 85018 and we will use commercially reasonable efforts to promptly determine and remedy the problem. If you have questions regarding this statement, you should contact us by email at the addresses located on our Web site.