

ENVELOPERTY® PRIVACY POLICY

Enveloperty, LLC (“*Enveloperty*,” “*us*,” “*we*,” or “*our*”) is committed to protecting the users of Enveloperty’s services, including but not limited to Enveloperty’s website located at enveloperty.com (“*Services*”). This Privacy Policy (this “*Policy*”) is designed to help you understand how we collect and use the personal information you decide to share, and help you make informed decisions when using our Services. By using or accessing our Services you are accepting the practices described in this Policy.

USERS OUTSIDE OF THE UNITED STATES AND CANADA

If you are a user of our Services outside of the U.S. or Canada, by using our Services and providing Enveloperty with data, you acknowledge and agree that your personal information may be processed for the purposes identified in this Privacy Policy. In addition, your personal information may be processed in the country in which it was collected and in other countries, including the United States and Canada, where laws regarding processing of personal information may be less stringent than the laws in your country. By providing your data, you consent to such transfer.

DATA CONTROLLER

Enveloperty acts as a data controller (where we have direct control of your personal data) of any of your personal information that is stored in your own account. We will explain the impact of Enveloperty acting as data controller below.

THE INFORMATION WE COLLECT

We may automatically collect personal information from you when you use or access our Services. We may also collect personal information from you through a number of voluntary sources through our Services, such as orders, responses, registrations, reviews, comments, e-mails, postings, messages, photos or other electronic submissions and communications sent by you to Enveloperty. The personal information we may collect from you includes, without limitation: domain name and IP address, e-mail address, contact information (including address, zip code, and phone number), and other information volunteered by you.

The personal information that Enveloperty collects from the users of our Services (both registered and unregistered) may be used for a variety of purposes; for example, to provide the Services and products offered by Enveloperty to users, to customize advertising and other content displayed through our Services for each individual user of our Services, to notify users about updates to our Services and about goods and services that we feel may be of interest to you, to improve the content of our Services, to analyze data and patterns regarding usage of our Services, to contact users of our Services for marketing purposes, and to contact users of our Services for information verification purposes.

GOOGLE USER DATA

When users opt to use Enveloperty software in conjunction with their Google accounts, this software will access the user’s email messages; store the user’s email messages on any devices which the user is using to run the Enveloperty software; allow the user to send email messages via the user’s Google account; create, access, update, and delete email labels; create, access, update, and delete email contacts; and create, access, update, and delete email filters. The users email messages, email labels, email contacts, and email filters are not shared with any third party.

NON-PERSONALLY IDENTIFIABLE INFORMATION; COOKIES; WEB BEACONS

Where possible, Enveloperty's servers automatically recognize each visitor's Internet Protocol address. We also collect information about how visitors use the Services. This information allows us to improve the content of the Services and facilitate market research.

We use Google Analytics and other Google services that place cookies on a browser across the website. These cookies help us increase the website's effectiveness for our visitors. These cookies are set and read by Google.

A cookie does not collect or keep your name or other personally identifiable information; however, we may link the information obtained through cookies to other personally identifiable information to give us a better understanding of your preferences, so that we can provide a more meaningful experience to you on the Website.

WHEN ENVELOPERTY SHARES YOUR INFORMATION

If you work for an organization or are part of an educational institution that uses Enveloperty's Services, your domain administrator who manages your Account will have access to your Account. They may be able to:

- **Access and retain information stored in your account, like your email.**
- **View statistics regarding your account.**
- **Change your account password.**
- **Suspend or terminate your account access.**
- **Receive your account information in order to satisfy applicable law, regulation, legal process or enforceable government request.**
- **Restrict your ability to delete or edit your information or your privacy settings.**

We will share personal information outside of Enveloperty if we have a good faith belief that access, use, preservation, or disclosure of the information is reasonably necessary to:

- **Meet any applicable law, regulation, legal process, or enforceable governmental request.**
- **Enforce applicable Terms of Service, including investigation of potential violations.**
- **Detect, prevent, or otherwise address fraud, security, or technical issues.**
- **Protect against harm to the rights, property or safety of Enveloperty, our users or the public as required or permitted by law.**

Enveloperty may contract with other third parties to provide various services to Enveloperty relating to the Services on an outsourced basis rather than performing the services itself. By using our Services, all users consent to Enveloperty providing both personal and non-personal information received from those users to these third-party providers for the purpose of enabling the third-party provider to provide these outsourced services to Enveloperty. In addition, all users consent to the collection, maintenance, and processing of their personal and non-personal information by Enveloperty and these third-party providers.

CHOICE-OPT-OUT

We provide you with a choice whether to receive certain e-mails. We provide you the opportunity to "opt-out" of having your personally identifiable information used for certain purposes. If you are a user of the Services and you no longer wish to receive e-mails, newsletters, mail, or telephone calls from us or have your e-mail address or postal address shared with third parties, you may opt-out these communications. All opt-out requests can be made by emailing us at optout@enveloperty.com.

DATA RETENTION

In accordance with and as permitted by applicable law and regulations, we will retain your information as long as necessary to serve you, to maintain your account for as long as your account is active, or as otherwise needed to operate our business. When you close your account, we may continue to communicate with you about our products and services, give you important updates that may affect you, and let you know about products and services that may interest you, unless you have opted out of receiving marketing communications. We may also continue to use some of your information for business purposes and to improve our offerings or in some cases to develop new ones. We will retain and use your information as required by applicable laws and regulations.

OTHER LINKS

Certain websites of Enveloperty's affiliates, promotional partners, advertisers, sponsors, and other third-party websites are accessible through the Services. These third-party websites have their own privacy and data collection policies and practices. ENVELOPERTY IS NOT RESPONSIBLE FOR ANY ACTIONS OR PRIVACY POLICIES OF SUCH THIRD PARTIES. YOU SHOULD CHECK THE APPLICABLE PRIVACY POLICIES OF THOSE THIRD PARTIES WHEN PROVIDING PERSONALLY IDENTIFIABLE INFORMATION THROUGH LINKED WEBSITES.

SECURITY

We will use commercially reasonable security measures for the Services to protect the loss, misuse, unauthorized access, disclosure, alteration, or destruction of the information under Enveloperty's control. We restrict access to personal information to Enveloperty employees, contractors, and agents who need that information in order to process it. Anyone with this access is subject to strict contractual confidentiality obligations. While there is no such thing as "perfect security" on the Internet, we will take commercially reasonable steps to ensure the safety of your personal information. In particular, emails sent to or from the Services may not be secure. Therefore, you should take special care in deciding what information you send to us via email.

AMENDMENTS AND REVISIONS

We reserve the right, at our sole discretion, to change, modify, add, or delete portions of this Policy at any time without further notice. If we do this, we will post the changes to this Policy on this page and will indicate at the top of this page the date these terms were last revised, which shall constitute reasonable notice of such change. Your continued use of the Services after any such changes constitutes your acceptance of the new Policy. If you do not agree to abide by these or any future Policy, do not use or access (or continue to use or access) the Services. It is your responsibility to regularly check our website to determine if there have been changes to this Policy and to review such changes.

ACCESS, ACCURACY AND RIGHT TO BE FORGOTTEN

Where Enveloperty acts as a data controller, you have the right to access the personal information we hold about you in order to verify the personal information Enveloperty has collected in respect to you and to have a general account of our uses of that information. Upon receipt of your written request, where Enveloperty acts as a data controller we will provide you with a copy of your personal information although in certain limited circumstances, we may not be able to make all relevant information available to you such as where that information also pertains to another user. In such circumstances we will provide reasons for the denial to you upon request. We will endeavor to deal with all requests for access and modifications in a timely manner.

Where Enveloperty acts as a data controller, we will (i) provide you with mechanisms to update, correct, delete or add to your personal information as appropriate; and (ii) use commercially reasonable efforts to implement such updates, corrections, deletions or additions as promptly as practicable for the services you are using and for our records. As appropriate, this amended personal information will be transmitted to those parties to which we are permitted to disclose your information. Having accurate personal information about you enables Enveloperty to give you the best possible service.

In addition, if you are resident in the European Economic Area, under European law you have the following rights in respect of your personal information that we hold:

1. **Right of access.** You have the right to obtain:
 - a. confirmation of whether, and where, we are processing your personal information;
 - b. information about the categories of personal information we are processing, the purposes for which we process your personal information and information as to how we determine applicable retention periods;
 - c. information about the categories of recipients with whom we may share your personal information; and
 - d. a copy of the personal information we hold about you.
2. **Right of portability.** You have the right, in certain circumstances, to receive a copy of the personal information you have provided to us in a structured, commonly used, machine-readable format that supports re-use, or to request the transfer of your personal data to another person.
3. **Right to rectification.** You have the right to obtain rectification of any inaccurate or incomplete personal information we hold about you without undue delay.
4. **Right to erasure.** You have the right, in some circumstances, to require us to erase your personal information without undue delay if the continued processing of that personal information is not justified.
5. **Right to restriction.** You have the right, in some circumstances, to require us to limit the purposes for which we process your personal information if the continued processing of personal information in this way is not justified, such as where the accuracy of the personal information is contested by you.
6. **Right to object.** You have a right to object to any processing based on our legitimate interests where there are grounds relating to your particular situation. There may be compelling reasons for continuing to process your personal information, and we will assess and inform you if that is the case. You can object to marketing activities for any reason.
7. If you are resident in France, you also have the right to set guidelines for the retention and communication of your personal information after your death.
8. If you wish to exercise any of these rights, please contact us at the e-mail below.
9. You also have the right to lodge a complaint to your local data protection authority. Further information about how to contact your local data protection authority is available at http://ec.europa.eu/justice/data-protection/bodies/authorities/index_en.htm.

Residents in other jurisdictions may also have similar rights to the above. Please contact us at the email contact below if you would like to exercise one of these rights, and we will comply with any request to the extent required under applicable law.

GENERAL

This Policy is governed by the internal substantive laws of the State of Colorado, without regard to any conflict of laws principles. Jurisdiction for any disputes, controversies, and claims arising under, in connection with, or out of this Policy shall lie exclusively with the state courts located in Colorado Springs, Colorado, or federal courts located in Denver, Colorado. If any such provision of this Policy is found to be invalid by a court of competent jurisdiction, the invalidity of such provision shall not affect the validity of the remaining provisions of this Policy, which shall remain in full force and effect. **UNDER NO CIRCUMSTANCE SHALL ENVELOPERTY HAVE ANY LIABILITY WHATSOEVER FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, OR SPECIAL DAMAGES ARISING OUT OF THIS POLICY, HOWEVER OCCASIONED.**

CONTACTING US

If you have any questions about this Policy, please contact us at privacypolicy@enveloperty.com.