

LawRoom Privacy Policy

Data Collected by LawRoom

Company Profile

To create individualized profiles for client companies, LawRoom collects pertinent information, including location, number of employees, and industry. We use this information for the sole purpose of providing clients with accurate, custom-tailored content.

Personal Data

Client companies contract with LawRoom to provide their users with interactive, online training and access to employment law compliance resources. We collect personal data to identify our users and to track their site usage. We collect the following personally identifiable information from our users:

- Name
- Title
- Email address
- Company

We use this data to verify users' identity, provide customized content, send announcements and reminders, monitor user progress in our courses, and provide reports to users' companies.

We do not share personal data with any third parties, other than a user's company, except that we may at times have to disclose personal data to comply with a court order or other legal process.

Review or Edit Your Personal Data

You may request to review or change your personal data by sending us an email at admin@lawroom.com.

Other Data

LawRoom collects certain information provided by users, such as survey comments, in-course questions about course material or technical issues, and questions about employment law topics, to improve and support our services. This data is not anonymous (it is stored with personally identifiable information) so

that we can respond to users' questions and concerns, and include course feedback in reports to client companies.

We do not share this data with any third parties, other than a user's company, except in the following circumstances:

Ask Ed: Ask Eds are employment-related questions submitted to LawRoom through our website. We may share users' Ask Eds, along with our answers, on our site and in communications to clients and users. We share these questions and answers to benefit all clients by clarifying employment law issues and directing clients to relevant employment law resources. However, we present Ask Eds anonymously, without names or other personally identifiable information.

Comments and Testimonials: LawRoom may share user feedback and course comments as testimonials on our site and in our marketing materials. We do not identify the user who provided the feedback.

In addition, we collect the following technical data anonymously:

- Internet Protocol (IP) Address
- Browser types
- Device information

We log IP addresses for systems administration purposes, such as tracking a user's session and to determine how often the areas of our site are visited. We periodically view and discard the information. We do not link IP addresses to specific users.

We also use third party services, such as Google Analytics, to collect anonymous data about how our site is used.

Cookies

A cookie is a small file created by your Web browser to assign a unique identification to your computer. Cookies allow LawRoom to recognize users' computers so that users only have to log in once per session. We do not use cookies to retrieve personal information about you from your computer. To use LawRoom, you must have the cookies option of your browser turned on.

We do not allow third parties (such as advertisers) to use cookies on our sites.

Clear GIFs

Clear GIFs (also known as Web Beacons or Web Bugs) are small, transparent files embedded in Web pages that track when users access or interact with Web content. LawRoom embeds Clear GIFs in email announcements and

broadcasts. We use the clear GIFs to track when users open LawRoom emails, and how many emails are opened in total. This creates a log of the IP addresses of the users who have opened the emails, but we do not link the IP addresses to specific people or personally identifiable information.

Do Not Track Notice

LawRoom does not track its users across third party websites, nor does it allow third parties to collect personally identifiable information on LawRoom pages. As such, our service does not respond to browser "Do Not Track" requests.

Third Party Sites

LawRoom includes links to third party sites unaffiliated with our courses and resources. LawRoom is not responsible for the content on these sites. Please check the privacy statements on these sites for information on their policies. Third parties may not collect personally identifiable information when a user accesses LawRoom's website.

Children's Privacy

LawRoom respects the privacy of children. Our website and courses are not for use by children under the age of 15, and children under the age of 13 are not permitted to use this website or our training courses.

Safe Harbor

LawRoom complies with the U.S.-EU Safe Harbor Framework and the U.S.-Swiss Safe Harbor Framework as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of personal information from European Union member countries and Switzerland. LawRoom has certified that we adhere to the Safe Harbor Privacy Principles of notice, choice, onward transfer, security, data integrity, access, and enforcement. To learn more about the Safe Harbor program, and to view LawRoom's certification, please visit <http://www.export.gov/safeharbor/>.

In compliance with the US-EU and US-Swiss Safe Harbor Principles, we endeavor to resolve all complaints about privacy and the collection or use of customer information. If you have questions about our participation in the Safe Harbor program or have a complaint, please send an e-mail to admin@lawroom.com.

Under the Safe Harbor program, any unresolved privacy complaints can be referred to an independent dispute resolution mechanism. We use the USCIB – United States Council for International Business program. If you feel that we have not satisfactorily addressed your complaint, you can visit the USCIB web site at www.uscib.org for more information on how to file a complaint.

Contact Us

If you have questions about this privacy policy, contact us by email at admin@lawroom.com.

Changes to this Policy

LawRoom has the right to change this privacy policy at any time if we so choose. If we make a significant change to our privacy policy, we will update this webpage and post a notice on our homepage so users can review the change.

Effective Date

The effective date of this policy is June 16, 2015.