

Privacy Policy

Effective as of 1/1/18

KCL adheres to the following principles to protect your privacy:

- We will not rent or sell your personally identifiable information to third parties for marketing purposes.
- We will not rent or sell your Contacts, Project Data or Uploaded Files to third parties.
- We will not share your contact information with another user, without your consent.
- Any sensitive information that you provide will be secured with industry standard protocols and technology.

Outlined below is a breakdown of your Privacy Policy Details:

A.) REGISTRATION

A1. How Your Registration Information is Gathered

KCL Mobile is free to use but you must register your First Name, Last Name and Email address

In order to login into the KCL Mobile app, *KCL* must collect your contact information including your Name and Email address. This information will be gathered in either of the following procedures:

- via phone or email with one of our KCL sales representatives
- during registration to create a new account

A2. How Your Registration Information is Used

After you login to your *KCL* account, you will be able to edit your contact information that was collected during registration. This information is securely stored on our servers and ONLY available to *KCL* sales and technical support representatives to aid your experience using *KCL* and only your Account users. (Account users – defined as users you have requested to have access to your Account by issuing their own username and login to access your *KCL* account).

Periodically, your contact information may be used by our sales representatives to contact you via email or phone. All sales calls and/or emails are kept to a minimum. *KCL* values your productivity. A sales representative may contact you regarding the following:

- a. What is your level of satisfaction using *KCL*? Do you have any suggested improvements to make *KCL* a more effective product?
- b. Would you like to attend a free Demo session to explore new features?

By your request, your contact information may be used by our technical support representatives to assist you with any Helpdesk issues or scheduled training sessions.

A3. How Your Registration Information is Managed

After you login to your *KCL* account, you will be able to edit your contact information that was collected during registration. This information is solely editable by Account Users. (Account users – defined as users you have requested to have access to your Account by issuing their own username and

B.) Changes to this policy

As *KCL* offers additional services, the Privacy Policy will be updated to reflect those changes. We will not reduce your rights under this Policy without your explicit consent. We will post any Policy changes on this page and, if the changes are significant, we will provide a more prominent notice (including notification within your *KCL* account or via email). Each version of this Policy will be identified at the top of the page by its effective date and we will also keep prior versions of this

C.) Defined Terms

"Us," "We," and "Our" interchangeably mean the entity KCL, which is a company based in Morton Grove, IL. The company KCL owns the mobile application *KCL Mobile*, accessible thru the Google Play Store which this Privacy Policy is written for.

If you have any questions regarding this Policy, please contact us at support@kclcadcom