

(Last Updated: 19, June 2018)

At Edinbox, we recognize the importance of your privacy. Nevertheless, you may be concerned about the information you provide to us or that is collected by us and how we use and disclose it. This Privacy Policy explains Edinbox's privacy practices for visitors to the various web and mobile application properties owned and operated by Edinbox (the "Sites"). By accessing or using any of the Sites, you consent to the collection, use and disclosure of your personal information as described in this Privacy Policy. We reserve the right to change this Privacy Policy at any time. If we make any changes to our Privacy Policy, we will post a new policy on the Sites and update the "last updated" date set forth above. Therefore, we encourage you to check our Privacy Policy whenever you visit any of the Sites to see if it has been updated since your last visit. Your continued use of the Sites following our notice of any such changes constitutes your acceptance of those changes. If you have any questions about our Privacy Policy, you can contact us at contact@edinbox.com.

1. Types of Information We Collect

Personal Information: Personal information is information that you provide when you set up your Edinbox account individually or on behalf of an organization and the team members within the organization using the Service such as your business name, team members names, email addresses, telephone numbers, credit card information, other account number, and information about your activities.

Aggregate Information: Personal information does not include "aggregate" information. Aggregate information is data we collect about a group or category of products, services or customers, from which individual customer identities have been removed. In other words, information about how you or how your organization use a service might be collected and combined with information about how other individuals and organizations use the same service, but no information relating to specific individuals or organizations will be included in the resulting data. Likewise, information about the products you purchase might be collected and combined with information about the products purchased by other individuals or organizations. Aggregate data helps us understand trends and customer needs so that we can better consider new products and services, and tailor existing products and services to customer desires. We might share aggregate information about our users with third parties for various purposes, such as helping us better understand and improve our services, and for advertising and marketing purposes.

2. How We Collect and Use Personal Information

Edinbox collects personal information from you at several different points on our forms, as set forth below. In general, we use personal information for the purpose for which it was collected (such as to provide services or complete transactions you have requested, for registration and admission purposes, and to anticipate and resolve problems with our Sites and our products and services), for our own internal business operations, to respond to customer support inquiries and for other purposes as described below.

3. User Account; Other Information Submissions

When you create a user account on our Forms, you are asked to create a unique login (username) and password, and are required to give certain personal information. We might also request certain information about your preferences.

Information you provide during account creation might be used for some or all of the following:

1. to provide services you have requested, or to otherwise fulfil your requests; and
2. to contact you from time to time
 - a. About services on our Sites for which you have expressed interest
 - b. With news
 - c. For internal marketing, informational, and promotional purposes
 - d. For any other lawful purpose related to your use of the Sites

Additionally, your account information might be used, together with other information you submit to us in conjunction with your use of the Sites, for the following purposes:

1. to contact you for any reason regarding content you have submitted to any of the Sites; and
2. to identify you by user name when posting content you submit to us on any of the Sites.

Any information that is publicly displayed on our Sites (such as user names) might appear in the results of searches conducted on Internet search engines while you are a member of the Sites and potentially for some time period after your Account is terminated, depending upon the search engine's indexing practices.

4. Communication

As a Edinbox account user, you will receive our transactional business communications (e.g., e-mail address confirmation, administrative messages, renewal notifications, etc.) at your email address or street address. In addition, you might be automatically enrolled in one or more of our e-mail subscription programs.

While we reserve the right to send you our transactional business communications without offering you the opportunity to opt-out of receiving them, we do provide you with the opportunity to select whether or not you wish to continue to receive our subscription-based e-mails. You will also be given the opportunity to select whether to receive promotional offerings, such as new product offerings.

5. Public Forums

We may offer chat rooms, message boards, bulletin boards, blogs or similar public forums where you and other users of our Sites can communicate. The protections described in this Privacy Policy do not apply when you provide information (including personal information) in connection with your use of these public forums. We may use your user name to identify you with a posting in a public forum. Any information you share in a public forum is public information and may be seen or collected by anyone, including third parties that do not adhere to our Privacy Policy. We are not responsible for events arising from the distribution of any information you choose to publicly post or share through our Sites.

6. Contests, Promotions, Offers, and Survey

From time to time, we may request personal information from users in connection with contests, promotions, offers and/or surveys. Participation in these contests, promotions, offers, and surveys is completely voluntary and you therefore may choose whether to disclose personal information in connection with these activities. Personal information requested in connection with these activities might include contact information (e.g., your name and shipping address) and demographic information (e.g., your zip code). We use the information collected in connection with contests, promotions and offers to notify you if you've won and to award prizes and to otherwise communicate with you regarding the applicable contest, promotion or offer. We use information we collect in surveys for internal purposes, such as to ascertain the use of the Sites and improve

their usefulness to you. We might also provide third parties with this information, and might combine it with some or all of your registration information. Third parties might use the information we provide them to contact you regarding products or services that might be of interest to you. These disclosures are discussed in greater detail below in the “Disclosure of Personal Information” Section. When we intend to provide information collected from you during a contest, promotion, offer, or survey on the Sites to third parties, we always disclose this to you at the time of collection of the information.

7. Customer Service

We collect personal information when you submit comments, questions or suggestions to our customer service department. We use the information you provide to respond to your submission and to make improvements to the Sites and for other internal purposes.

8. Cookies, Web Beacons, and Log Files

Cookies: We use “cookie” technology on our Sites. We might place one or more cookies in the browser file of your computer. Although such cookies do not contain any personally identifying information about you, we might link this information to personal information about you. If we do, we will treat it as personal information under this Privacy Policy. We use cookies to provide functional information about your browser, which is recorded in the Sites’ logs and which allows us to provide a better user experience on our Sites. We also use cookies to gather broad demographic information and general usage patterns about you and other users of our Sites. In the course of placing advertisements on our Sites, our third-party advertisers may place or recognize a unique cookie on your browser. We use cookies to enhance and personalize your experience on the Sites, including helping authenticate you when you use the Sites, remembering your preferences and registration information and customizing the content and advertisements provided to you by the Sites. For example, storing a cookie on your computer allows you to log in without typing the registered e-mail address or user name and password. We also use cookies to deliver information and fresh content specific to your interests. If you do not want these cookies stored on your computer, you can reject cookies by modifying your browser settings accordingly (each browser is different, so check the “Help” menu of your browser to learn how to change your cookie preferences). However, if you choose to reject cookies, you might not be able to access certain products and services we offer. Please also note certain types of e-mails available through the Sites might automatically log you in to the Sites and/or set new

cookies when you click on the links in the e-mails and you might need to manually remove such cookies if you do not want them to be set on your computer. Please see the Section titled “Third-Party WebSite Advertising – General” below for additional information about cookies.

Web Beacons: We use, and permit third parties to use, “Web beacons” (also known as Internet tags, pixel tags, single-pixel GIFs, clear GIFs, invisible GIFs, 1-by-1 GIFs, and Web bugs) on our Sites and in our e-mail newsletters, to monitor the effectiveness of advertising and for other lawful purposes. These Web beacons do not collect personally identifying information about you on our Sites.

Log Files: We track log files on our Sites (i.e., we log your computer’s IP address into our log files when you visit a page on our Sites) and use them to analyze trends, administer the Sites, track your movements on the Sites, and gather broad demographic information for aggregate use. We might link some or all of this information to personally identifiable information that is stored on a cookie in your computer. We only use information gathered from these activities for our internal marketing and operational purposes.

9. Disclosure of Personal Information

Edinbox will not sell, rent, or share personal information with third parties without your prior consent except in the limited circumstances described in this Privacy Policy.

10. Consent

With your consent, we might disclose your personal information to third parties in order to provide you with products and services that you have requested. With your consent, we might disclose information you provide to us during registration to third parties in conjunction with:

1. your entry into a contest or promotion,
2. your request with respect to an offer, or
3. your participation in a survey or similar activity on the Sites. You might be asked for additional information in order to enter the contest or promotion, make a request with respect to an offer, or participate in a survey.

The third parties will use the information we provide to them, along with any information you provide in connection with your entry, request, or participation, in order to:

1. notify you if you have won a prize in a contest or promotion, and/or
2. fulfil, or facilitate fulfilment of, requests for products or services you may make in connection with your entry, request, or participation. Please note that any information that is passed on to these third parties is subject to those involved third parties' privacy practices. When we intend to provide information collected during a contest, promotion, offer, or survey on the Sites to third parties, we always disclose this to you at the time of collection.

11. Edinbox's Own Business Purposes

We use and disclose information about you for our own internal statistical, design, or operational purposes, such as to estimate our audience size, measure aggregate traffic patterns, and understand demographic, user interest, purchasing and other trends among our users.

We might outsource tasks and disclose personal information about you to third parties, provided the use and disclosure of your personal information by these third parties is restricted to performance of such tasks. We might also share personal information with third-party vendors who assist us in performing internal functions necessary to operate our business. We shall require our third party vendors to keep such information confidential and to only use the information for the purpose it was provided.

12. Protection of Edinbox and Others

We disclose personal information when we believe it is appropriate to comply with the law (e.g., a lawful subpoena, warrant or court order); to enforce or apply this Privacy Policy or our other policies or agreements; to initiate, render, bill, and collect for amounts owed to us; to protect our or our users' rights, property or safety; or to protect our users from fraudulent, abusive, or unlawful use of our Sites; or if we reasonably believe that an emergency involving immediate danger of death or serious physical injury to any person requires disclosure of communications or justifies disclosure of personal information without delay.

13. Business Transfers

Information about our users, including personal information, might be disclosed as part of any merger, acquisition, financing, sale of company assets, as well as in the event of an insolvency, bankruptcy or receivership in which personally identifiable information could be transferred to third parties as one of the business assets of the company.

14. Children

If you are under the age of 13, please do not register or provide information on our Sites without the consent of a guardian.

15. Third Party Web Site Advertising – General

We may use one or more third-party advertising companies to serve ads on our Sites. We do not share personal information about you with any third party advertiser except as described in this Privacy Policy, unless you give us permission to do so otherwise. These advertisers might seek to use cookies and web beacons to track data about the ads you have seen and types of things in which you appear interested. These advertisers might also use combined information about your visits to our Sites and other web sites in order to provide advertisements about related goods and services of interest to you. Third party advertising networks may place a cookie on your computer to tailor ad content both on the Sites and on sites within the third party advertising network that you visit in the future.

16. Third Party Links

Our Sites may have links to other websites, either in the form of hyperlinks or widgets, including those that enable social media features such as the Facebook Like or Twitter Tweet This buttons. We do not control, and therefore cannot be responsible for, the collection, use, or disclosure of your information by any such third party web site. Please carefully review the privacy policy of any third party web site that you link to from our Sites. The privacy policies of such web sites might differ from that of our Sites; therefore, we encourage you to review and understand the privacy policies of such web sites before providing them with any information.

17. Third Party Sources

Edinbox might also obtain information about you from third parties, such as demographic marketing information, address verification information, or information contained in third party mailing lists, and Edinbox may add such information to, or combine it with your personal information. Should we ever obtain this information and link it to you, we will treat it as personal information under this Privacy Policy.

18. Security

We use reasonable security measures to store and maintain personally identifying information so as to protect it from loss, misuse, alteration or destruction by unauthorized parties while it is under our control. We use secure socket layer (“SSL”) encryption when transmitting certain kinds of information, such as payment information, over the Internet.

19. International Users

We collect, process, and maintain your information in India, where privacy laws might not be as protective as in your home country. If you are using the Sites from outside of the India, by providing your information to us you are consenting to the transfer of your information to India for processing and maintaining in a manner consistent with this Privacy Policy.

20. Correcting and Updating Personal Information

We give you the opportunity to opt-out of receiving commercial e-mail from us by following the opt-out instructions provided in the message. Even if you opt-out in this manner, however, you will still receive transactional business communications (i.e., account-related messages such as e-mail address confirmation, administrative messages and renewal notifications) from us. To get placed on our “DO NOT E-MAIL” list for commercial e-mail, send a request to contact@edinbox.com. If your e-mail address is added to the “DO NOT E-MAIL” list, you will not receive any commercial e-mail from us. Please note, however, that your e-mail address being placed on the “DO NOT E-MAIL” list does not prevent you from receiving email messages from third parties from which you requested information, products, or services from, during or after registration. To opt-out from such messages, or from any other communications that

you receive directly from third parties, you must contact them directly in order to opt-out. Please note too that your e-mail address being placed on the “DO NOT E-MAIL” list does not prevent you from receiving transactional business communications (as described above) from Edinbox.

It is important to keep in mind the following with respect to your personal information:

1. You can always opt not to disclose information, even though it may be needed to take advantage of certain features or services on the Sites.
2. You are able to add or update certain registration information. When you update information, however, we often maintain a copy of the unrevised information in our records.
3. You may request deletion of your Edinbox account by sending an e-mail to contact@edinbox.com. Please note that some information may remain in our records after deletion of your account.
4. As explained earlier, the “help” portion of the toolbar on the majority of browsers will direct you on how to prevent your browser from accepting new cookies, how to command the browser to tell you when you receive a new cookie, or how to fully disable cookies. Please note, however, that if cookies are disabled, you may not be able to take advantage of some of our attractive features.

21. Contact Us

If you have any questions or comments about this Privacy Policy, the privacy practices of our Sites, or your dealings with Edinbox, please mail us at contact@edinbox.com.