

# Privacy Policy

**Updated July 31, 2018**

Welcome to the QuickFinance, Inc. (“QuickFinance”) Privacy Policy. This QuickFinance Privacy Policy ("Policy") describes how QuickFinance (or "we," "us", "our" ) collects, uses and discloses your personal information. This Policy applies to information we collect when you use our FinanceSheets™ platform, websites, mobile applications, and other online products and services where this Policy is posted (collectively, the "Services" ).

We may change the provisions of this Policy at any time and will indicate when changes have been made by revising the date at the top of this Policy. Your use of the Services, or any portion thereof, following the posting of such changes shall constitute your consent to such changes. We encourage you to review the Policy whenever you access the Services to make sure that you understand our information collection, use and disclosure practices. If we make material changes to this policy, we will provide you with additional notice of such changes and request your affirmative consent before using or sharing previously collected information in a materially different way.

By providing us with Personal Data, you are consenting to our use of it in accordance with this Privacy Policy.

## **Information That You Provide to Us**

**Personal Information.** QuickFinance may collect information that you provide when you use the Services, such as when you: (1) create an account; (2) make a purchase; (3) participate in events or promotions; (4) send questions or comments via e-mail or live chat to QuickFinance customer support; (5) submit your resume to us online; (6) fill out surveys; or (7) otherwise communicate with us through the Services. The types of personal information that you provide may include your name, e-mail address, telephone number, postal address and other contact or identifying information that you choose to provide.

**Your Data.** QuickFinance does not store, or maintain files that you create and/or upload using the Services (as well as previous versions of your files), including the FinanceSheets that you create and other data related to your account in order to provide the Services to you. QuickFinance does process input data you enter in the Virtual CFO Add-on of FinanceSheets™. The processing is limited to copying your input data onto the appropriate cells in FinanceSheets™.

### **Information That We Collect Automatically From You**

Account activity. QuickFinance automatically record certain information about your use of FinanceSheets™. Similar to other web services, QuickFinance uses both permanent and session cookies, web beacons, and pixel tracking technology to record information such as account activity (e.g., storage usage, number of log-ins, actions taken), data displayed or clicked on (e.g., UI elements, links), other log information (e.g., browser type, IP address, date and time of access, cookie ID, referrer URL, etc.), and to remember user preferences while using the Services. QuickFinance may collect automated error reports in the case of software malfunction that may be reviewed to help resolve problems in FinanceSheets™.

### **Information We Collect From Third Parties**

We may obtain information from other sources and combine that with information we collect through our Services. For example, if you create or log into your Google account, we will have access to certain information from that account, such as your email, name and photo, in accordance with the authorization procedures determined by Google.

If you elect to purchase a subscription to use FinanceSheets™, we may receive information about your purchase from our third-party payment processor, such as your credit card information, security code, and billing address.

We use analytics services and software provided by third parties to help us understand how users access and use the Services. These tools and services place cookies, web beacons and other devices or technologies on our Services to enable

them to track traffic data. The data collected typically includes information such as your IP address, your Internet Service Provider, your web browser, the time spent on webpages. We use this information exclusively to improve our Services and your experience, to see which areas and features of our Services are popular and to count visits.

## **How We Use Your Information**

### **Personal Information**

We use personal information collected through FinanceSheets™'s services for purposes described in this Policy or otherwise disclosed to you in connection with our services. For example, we may use your information to:

Operate and improve our services;

Send you information about new products, contests, features and enhancements, special offers and other events of interest from QuickFinance and our partners;

Provide and deliver the products and services you request, process transactions, and to send you related information, including confirmations and invoices;

Send you technical notices, updates, security alerts and support and administrative messages;

Respond to your comments, questions and requests and provide customer service;

Monitor and evaluate trends, usage and activities in connection with our Services;

We may share with third parties certain pieces of aggregated, and non-personal information. Such information does not identify you individually.

### **Your Data**

All information in any FinanceSheets™ or uploaded file is confidential and belongs to you. It is not shared outside of our services by any means or with our staff, except when you do so. You can also download and/or exclude all your data from FinanceSheets™ at your convenience.

Files you create, upload, or copy to FinanceSheets™ may, if you choose, be read, copied, used and redistributed by people you know or, again if you choose (by Google Sheets sharing functionality), by people you do not know.

Information you disclose using the chat function of Google Sheets may be read, copied, used and redistributed by people participating in the chat. Use care when including sensitive personal information in files you share or in chat sessions, such as social security numbers, financial account information, home addresses or phone numbers.

## **Data Security**

QuickFinance takes reasonable measures to protect your personal information and your files from loss, misuse and unauthorized access, disclosure, alteration and destruction and to ensure that your files remain available to you.

## **Your Choices**

You may terminate your use of QuickFinance at any time.

Editing or Deleting your Personal Information. If you have created an account, you may at any time review and/or update the contact information we have for you. Please note that even if you delete information from your account, or deactivate it, we may retain certain information as required by law or for legitimate business purposes. We may also retain cached or archived copies of your information for a certain period of time.

You may elect to stop receiving our marketing emails by following the unsubscribe instructions included in such emails, or you may contact us at [info@financesheets.io](mailto:info@financesheets.io). If you elect to stop receiving our marketing emails and or weekly updates, we may still send you transactional or relationship messages, such as emails about your account or our ongoing business relations.

Cookies. Most web browsers are set to accept cookies by default. If you prefer, you can usually choose to set your browser to remove or reject browser cookies. Please note that if you choose to remove or reject cookies, this could affect the availability and functionality of our Services.