

Privacy Policy

This privacy policy sets out how IMSWorkX, Inc. (“IMSWorkX”), a Delaware corporation with headquarters in Rochester, NY, USA, uses and protects any information that you give IMSWorkX when you use this website.

IMSWorkX is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, and then you can be assured that it will only be used in accordance with this privacy statement.

IMSWorkX may change this policy from time to time by updating this page. You should check this page from time to time to understand any changes. This policy is effective from 1/2/2014.

IMSWorkX Privacy Policy explains:

- What information IMSWorkX collects and why we collect it.
- How IMSWorkX will use that information.

1. Information IMSWorkX will collect

IMSWorkX collects information in two ways:

- **Information you give us.** When you create an IMSWorkX Account on our website, we'll ask for personal information, like your name, email address and/or telephone number.
- **Information IMSWorkX collects from your usage.** IMSWorkX collects information about the services that you access and what you download. This information includes:

- **Log information**

When you view content, download collaterals or post a query, we may automatically collect and store certain information in server logs. This may include details of what you access, date and time, and possibly cookies that may uniquely identify your browser.

- **Cookies and anonymous identifiers**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyze web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

IMSWorkX uses session cookies to identify you as the user for authentication. This allows IMSWorkX to trust you as the logged in user and grant access to any specific information that may be available to you in our customer portal.

Overall, cookies help IMSWorkX provide you with a better website, by enabling IMSWorkX to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with IMSWorkX.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website. IMSWorkX use various technologies to collect and store information when you use a service, and this may include sending one or more cookies or anonymous identifiers to your device.

2. How IMSWorkX uses information we collect

IMSWorkX uses the information collected from all of our services to provide, maintain, protect and improve them, as well as to develop new ones.

When you contact IMSWorkX, we may keep a record of your communication to help solve any issues you might be facing. IMSWorkX will use your email address to inform you about our services, such as letting you know about upcoming changes or improvements.

IMSWorkX uses information collected from cookies and other technologies, to improve your user experience and the overall quality of our services.

IMSWorkX processes personal information on our servers in many countries around the world. IMSWorkX may process your personal information on a server located outside the country where you live.

3. Accessing and updating your personal information

Whenever you use our services, IMSWorkX aims to provide you with access to your personal information. If that information is wrong, we strive to give you ways to update it quickly or to delete it – unless IMSWorkX has to keep that information for legitimate business or legal purposes. When updating your personal information, IMSWorkX may ask you to verify your identity before we can act on your request.

Where IMSWorkX can provide information access and correction, IMSWorkX will do so for free, except where it would require a disproportionate effort. IMSWorkX aims to maintain our services in a manner that protects information from accidental or malicious destruction. Because of this, after you delete information from our services, IMSWorkX may not immediately delete residual copies from our active servers and may not remove information from our backup systems.

4. Information IMSWorkX share

IMSWorkX does not share personal information with companies, organizations and individuals outside of IMSWorkX unless one of the following circumstances applies:

- **Linking to a Company Account**

IMSWorkX will share your personal contact information with the primary account owner for a company account if you wish to be linked to that account. IMSWorkX allows a primary account contact to manage users and access to the company specific information on our site, and therefore requires that account manager to approve all users who request linking to that company account.

- **For legal reasons**

IMSWorkX will share personal information with companies, organizations or individuals outside of IMSWorkX 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 IMSWorkX, our users or the public as required or permitted by law.

IMSWorkX may share aggregated, non-personally identifiable information publicly and with our partners (such as advertisers or connected sites). For example, IMSWorkX may share information publicly to show trends about the general use of our services.

If IMSWorkX is involved in a merger, acquisition or asset sale, IMSWorkX will continue to ensure the confidentiality of any personal information and give affected users notice before personal information is transferred or becomes subject to a different privacy policy.

5. Information security

IMSWorkX works hard to protect IMSWorkX and IMSWorkX users from unauthorized access to or unauthorized alteration, disclosure or destruction of information we hold. In particular:

- IMSWorkX may encrypt our services using SSL.
- IMSWorkX restrict access to personal information to IMSWorkX employees, contractors and agents who need to know that information in order to process it for us, and who are subject to strict contractual confidentiality obligations and may be disciplined or terminated if they fail to meet these obligations.

6. Links to other websites

IMSWorkX website may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site, you should note that we do not have

any control over that other website. Therefore, IMSWorkX cannot be responsible for the protection and privacy of any information which you provide while visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

7. Enforcement

When IMSWorkX receives formal written complaints, IMSWorkX will contact the person who made the complaint to follow up. IMSWorkX work with the appropriate regulatory authorities, including local data protection authorities, to resolve any complaints regarding the transfer of personal data that IMSWorkX cannot resolve with IMSWorkX users directly.

8. Changes

IMSWorkX Privacy Policy may change from time to time. IMSWorkX will not reduce your rights under this Privacy Policy without your explicit consent. IMSWorkX will post any privacy policy changes on this Page.