

# Thoughtbus Privacy Policy

NOMIA Inc. ('NOMIA') hosts the Thoughtbus email and collaboration services. NOMIA has created this Privacy Policy ("Policy") to inform you about how NOMIA handles personal information that NOMIA collects and receives, including information related to your usage of NOMIA products and services. "Personal Information" includes personally identifiable information such as your name, organization name, address, email addresses, phone numbers, etc., that is not otherwise publicly available. "Personal Data" includes information that is generated during the regular usage of our services, including email contents and email header information.

Privacy for Thoughtbus visitors and customers is of the utmost importance to us. Because we gather important information from our visitors and customers, we have established this Policy as a means to communicate our information gathering and dissemination practices. We reserve the right to change this Policy and will provide notification of changes to each Thoughtbus customer's designated 'billing' email address prior to the changes taking effect.

## **Collected Information:**

We require customers who register to use services ("Services") offered on our web Site to give us contact information, such as their name, company name, address, phone number, e-mail address, billing information, and the number of people within the organization that will be using the Services.

NOMIA uses this information to set up Services for individuals and their organizations. We may also use non-billing information to contact customers to further discuss customer interest in our company, the Services that we provide, and to send information regarding our company, such as promotions and events. Customer email addresses and any personal customer information will not be distributed or shared with any third parties except as required by law, or as required to independent contractors providing services in support of NOMIA's delivery of services to you. (Note: all independent contractors to whom NOMIA provides account information are required to sign a non-disclosure agreement).

All financial and billing information that we collect through the Site will be used solely to check the qualifications of prospective customers and to bill for Services. This billing information is not used by NOMIA for marketing or promotional purposes. NOMIA uses a third-party intermediary to manage the credit card processing. This intermediary is solely a link in the distribution chain, and is not permitted to store, retain, or use the information provided, except for the sole purpose of credit card processing. Other third parties, such as content providers, may provide content on the web Site, but NOMIA will never share customer information with them, nor permit any sort of information-gathering activities.

NOMIA may also collect certain information from visitors to the web Site and customers of our Services, such as Internet addresses. This information is logged to help diagnose technical problems, and to administer our Services so that we can constantly improve the quality of the Services. We may also track and analyze non-identifying and aggregate usage and volume statistical information from our visitors and customers and provide such information to third parties.

## **Confidentiality of Customer Data:**

Customers of the Services will use the Services to host data and information ("Data"). NOMIA will not review, share, distribute, print, or reference any such Data except as provided in the Thoughtbus Service Terms and Conditions, or as may be required by law. Individual records may at times be viewed or accessed only for the purpose of resolving a problem, support issue, or suspected violation of the Terms and Conditions, or as may be required by law. Of course, customers are responsible for maintaining the confidentiality and security of their username and password.

## **Cookies:**

We strive to make the experience of interacting with the Thoughtbus Services easy and meaningful. When you come to our Web Site, our Web server sends a cookie to your computer. Cookies are files that Web browsers place on a computer's hard drive and are used to tell us whether customers and visitors have visited the Site previously.

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Standing alone, cookies do not identify you personally. They merely recognize your browser. Unless you choose to identify yourself to NOMIA, either by responding to a promotional offer or opening an account, you remain anonymous to NOMIA. Cookies come in two flavors: session and persistent. Session cookies exist only during an online session. They disappear from your computer when you close your browser software or turn off your computer. Persistent cookies remain on your computer after you've closed your browser or turned off your computer. They include such information as a unique identifier for your browser.

NOMIA uses cookies containing encrypted information to allow the system to uniquely identify you while you are logged in. This information allows NOMIA to process your online transactions and requests. Session cookies help us make sure you are who you say you are after you've logged in and are required in order to use some of the Thoughtbus applications. Users who disable their Web browsers' ability to accept cookies will still be able to browse our Website and successfully use our Services.

### **Third-Party Sites:**

The Site contains links to other web sites. NOMIA is not responsible for the privacy practices or the content of these other web sites. Customers and visitors will need to check the policy document of these others web sites to understand their policies. Customers and visitors who access a linked site may be disclosing their private information. It is the responsibility of the user to keep such information private and confidential.

### **Security:**

Our Site has security measures in place to help protect against the loss, misuse, and alteration of the Data under our control. When our Site is accessed using appropriate web browsers and client software, Secure Socket Layer (SSL) technology protects information using both server authentication and data encryption to help ensure that Data is safe, secure, and available only to you. NOMIA also hosts the Services in a secure server environment that uses a firewall and other advanced technology to prevent interference or access from outside intruders. Finally, NOMIA provides unique user names and passwords that must be entered each time a customer logs on. These safeguards help prevent unauthorized access, maintain data accuracy, and ensure the appropriate use of Data.

### **Opt-Out Policy:**

NOMIA offers its visitors and customers a means to choose how we may use information provided. If, at any time after registering for information or ordering Services, you change your mind about receiving information from us, send us a request specifying your new choice. Simply send your request to [support@Thoughtbus.com](mailto:support@Thoughtbus.com) .

### **Correcting & Updating Your Information:**

If customer organizations need to update or change account registration information, the their organization's Thoughtbus administrator may do so via the Thoughtbus Administration Console. To update billing information, please contact us via [billing@Thoughtbus.com](mailto:billing@Thoughtbus.com) or call 800-385-0474.

### **Additional Information:**

Questions regarding this Policy or the practices of this Site should be directed to NOMIA by e-mailing such questions to [support@Thoughtbus.com](mailto:support@Thoughtbus.com) .