



Insight Optix Privacy Policy

Updated June 2023

Insight Optix LLC is a technology company offering solutions for the legal services market through our software program, Evidence Optix. We service the US and European markets.

This privacy policy (the “Privacy Policy”) describes how Insight Optix LLC (hereinafter “Company,” “we” or “us”) collects, uses, and shares personal data in connection with our website (the “Site”) and the services offered through our software program, Evidence Optix (the “Services”).

This Privacy Policy is effective as of January 2023.

In this Privacy Policy, we describe the types of information and data collected from users when they or their employer uses our services or software. We explain how we may collect, use, maintain, protect, and disclose that information. By accessing or using our Site or Services, you agree to the collection, use, and disclosure of your information and data as described in this Privacy Policy.

Information We Collect

We may collect or capture your personal data provided to us by various means to provide the Services contracted. This includes the following:

- Contact details include name, email address, phone number, employer, employment data and company location.
- Usage details and usage tracking information, access frequency, location, and device information.
- Communications between you and Company including your inquiries, responses, and feedback.
- Other information you voluntarily provide to us on the Site or through other interaction with us.

We collect this information and data primarily when you or your employer provide it to us directly during an engagement. In some cases, we may receive information and data that is not collected directly from you. This may be obtained from other departments in your organization such as Human Resources or the IT department.

We do **NOT** collect any sensitive personal data such as race, marital status, religious beliefs, sexual orientation, physical or mental health, criminal records, SSN (Social Security Number) or biometric data.

How We Use Your Information

The information and data we collect from you may be used for a variety of purposes, including the following:

- Create and manage your account.
- Send relevant information pertaining to your account.
- Comply with legal requests and data collection processes relative to the engagement.
- Provide our Services to you and your employer in accordance with our Terms of Service.
- Contact you with updates about our Site and Services.
- Other business purposes such as data analysis or progress reporting.

Who Do We Share Your Information With?

We share your personal data only under the following conditions:

- With your employers approved corporate affiliates and business partners.
- When we are required to do so by law or court order.
- When necessary to protect the security or integrity of our Site or Services.
- When necessary to protect our or other's rights, property, or safety.
- With your consent.

In any of the sharing circumstances described above, we only share information necessary to fulfill our obligations to the requesting party. We may also transfer your information and data if our business is sold or transferred.

How Do We Secure Your Data?

We maintain the highest standards of data security on our Site and Services. We use industry-standard encryption practices, password protection measures, and other safeguards to protect your personal information and data. We limit access to this information to those authorized and need to know to operate, develop, or execute our Services.

We cannot guarantee data may not be disclosed or destroyed by a data breach despite our safeguards. If we learn of a breach, we notify clients immediately consistent with applicable data protection laws.

Data Retention

We adhere to applicable laws regarding retention and deletion of your personal data information and when we no longer have a legitimate business need for the information, remove it from our systems. In some instances, we may be required to retain information for internal analysis or to fulfill contractual obligations.

International Transfer

As part of an ongoing engagement, your personal data may be transferred to or accessed inside or outside the United States. We take all necessary steps to follow local applicable privacy laws including GDPR, CCPA, CCPR, VCDPA, CPA and other state laws.

In cases where it is deemed necessary, we have undertaken the required actions to incorporate the European Commission's Standard Contractual Clauses for the movement of Personal Data among our affiliated companies, between ourselves and applicable customers.

Changes to the Privacy Policy

We may update this Privacy Policy occasionally to reflect changes in our data transfer or retention activities or changes to applicable privacy laws. We encourage you to periodically review this policy to be informed of how we are using your information and data.

Privacy Rights

You have certain rights with respect to your personal information and data. This includes the right to:

- Access and review your personal information and data.
- Request that your personal information and data be corrected, erased, or subject to restricted access.
- Receive a copy of your personal information and data in a machine-readable format.

You may exercise these rights at any time by contacting our Data Protection Officer, Thomas Bonk at tbonk@insightoptix.com or 615.442.3450.

**If you have any questions about this privacy policy or any concerns regarding the way we use your information and data, please contact our Data Protection Officer tbonk@insightoptix.com or 615.442.3450.*