

## MEDTRAINER, INC. WEBSITE PRIVACY POLICY

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We believe your business is no one else's. Your privacy is important to you and to us. So we'll protect the information you share with us. To protect your privacy, MedTrainer, Inc. follows different principles in accordance with worldwide practices for customer privacy and data protection.

- We won't sell or give away your name, mail address, phone number, email address or any other information to anyone.
- We'll use state-of-the-art security measures to protect your information from unauthorized users.

### NOTICE

We will ask you when we need information that personally identifies you (personal information) or allows us to contact you. Generally, this information is requested when you create a Registration ID on the site or when you download free software, enter a contest, order email newsletters or join a limited-access premium site. We use your Personal Information for four primary purposes:

- To make the site easier for you to use by not having to enter information more than once.
- To help you quickly find software, services or information.
- To help us create content most relevant to you.
- To alert you to product upgrades, special offers, updated information and other new services from MedTrainer, Inc.

### CONSENT

If you choose not to register or provide personal information, you can still use most of [www.medtrainer.com](http://www.medtrainer.com), however you will not be able to access areas that require registration.

If you decide to register, you will be able to select the kinds of information you want to receive from us by subscribing to various services, like our electronic newsletters. If you do not want us to communicate with you about other offers regarding MedTrainer, Inc. products, programs, events, or services by email, postal mail, or telephone, you may select the option stating that you do not wish to receive marketing messages from MedTrainer, Inc..

MedTrainer, Inc. occasionally allows other companies to offer our registered customers information about their products and services, using postal mail only. If you do not want to receive these offers, you may select the option stating that you do not wish to receive marketing materials from third parties.

## **REGISTRATION**

MedTrainer, Inc. provides online training to employee-users of our company customers. We will not use the personal information collected from the employee-users in a way different than contracted for. In order to use a training program on our site, employee-users must first complete a registration form, which requires them to provide their contact information, including their names and e-mail addresses at a minimum. Depending on what our company customers need for human-resource management and verification, we may also collect employee numbers, titles, departments, divisions, groups and/or work telephone numbers and extensions. This information is used only to track users' progress on the program or programs for which they registered and to report that information to their employers. Users are **not** asked to provide demographic information (such as income level and gender) or unique identifiers (such as Social Security numbers).

## **ACCESS**

We will provide you with the means to ensure that your personal information is correct and current. At anytime we will assist you with the following:

- View and edit personal information you have already given us.
- Tell us whether you want us to send you marketing information, or whether you want third parties to send you their offers by postal mail.
- Sign up for electronic newsletters about our services and products.
- Register. Once you register, you won't need to do it again. Wherever you go on [www.medtrainer.com](http://www.medtrainer.com), your information stays with you.

## **SECURITY**

MedTrainer, Inc. has taken strong measures to protect the security of your personal information and to ensure that your choices for its intended use are honored. We take strong precautions to protect your data from loss, misuse, unauthorized access or disclosure, alteration, or destruction.

We guarantee your e-commerce transactions to be 100% safe and secure. When you place orders or access your personal account information, you're utilizing secure server software SSL, which encrypts your personal information before it's sent over the Internet. SSL is one of the safest encryption technologies available.

In addition, your transactions are guaranteed under the Fair Credit Billing Act. This Act states that your bank cannot hold you liable for more than \$50.00 in fraudulent credit card charges. If your bank does hold you liable for \$50.00 or less, we'll cover your liability provided the unauthorized, fraudulent use of your credit card resulted through no fault of your own and from purchases made from us over our secure server. In the event of unauthorized use of your credit

card, you must notify your credit card provider in accordance with its reporting rules and procedures.

MedTrainer, Inc. strictly protects the security of your personal information and honors your choices for its intended use. We carefully protect your data from loss, misuse, unauthorized access or disclosure, alteration, or destruction.

Your personal information is never shared outside the company without your permission, except under conditions explained above. Inside the company, data is stored in password-controlled servers with limited access. Your information may be stored and processed in the United States or any other country where MedTrainer, Inc., its subsidiaries, affiliates or agents are located.

You also have a significant role in protecting your information. No one can see or edit your personal information without knowing your user name and password, so do not share these with others.

## **COOKIES**

A cookie is a piece of data stored on a user's hard drive containing information about the user. For instance, by setting a cookie on our site, the user would not have to log in a password more than once, thereby saving time while on our site. We use session cookies on our site. Use of a cookie is in no way linked to any personally identifiable information. Some of our business partners (e.g., advertisers) use cookies on our site. We have no access to or control over these cookies. We use third party companies (such as Google Analytics) in order to collect non-personally identifiable information to compile aggregated statistics for us about visitors to our site.

## **ENFORCEMENT**

If for some reason you believe MedTrainer, Inc. has not adhered to the principles articulated herein, please notify us by email at [privacy@medtrainer.com](mailto:privacy@medtrainer.com), and we will do our best to determine and correct the problem promptly. Be certain the words Privacy Policy are in the Subject line.

## **PUBLIC FORUMS**

Our website may offer publicly accessible blogs or community forums. You should be aware that any information you provide in these areas may be read, collected, and used by others who access them. To request removal of your personal information from our blog or community forum, contact us at [support@medtrainer.com](mailto:support@medtrainer.com). In some cases, we may not be able to remove your personal information, in which case we will let you know if we are unable to do so and why.

## **ELECTRONIC PRODUCT REGISTRATION**

When you buy and install a new product, we may ask you to register your purchase electronically. When you do, we merge your registration information with any information you've already left with us (we call that information your personal profile). If you haven't previously registered with us, we create a personal profile for you from your product registration information. If you ever want to review or update that information, you can visit the Profile Center, click on Update Profile, and edit any of the Personal Information in your profile. If you haven't already created a Registration ID, we will ask you to do so. This ensures that only you can access your information.

## **CUSTOMER PROFILES**

As mentioned above, every registered customer has a unique personal profile. Each profile is assigned a unique personal identification number, which helps us ensure that only you can access your profile.

When you register, we create your profile, assign a personal identification number, then send this personal identification number back to your hard drive in the form of a cookie, which is a very small bit of code. This code is uniquely yours. It is your passport to seamless travel across [www.medtrainer.com](http://www.medtrainer.com), allowing you to download free software, order free newsletters, and visit premium sites without having to fill out registration forms with information you've already provided. Even if you switch computers, you won't have to re-register – just use your Registration ID to identify yourself.

## **CHOICE/OPT-OUT**

We will notify our clients if and when user information is to be collected by any outside parties. We do this so clients can make an informed choice as to whether or not they should proceed with services that require an outside party. We occasionally send our clients newsletters or other promotional communications. If you no longer wish to receive our newsletter and promotional communications, you may opt-out of receiving them by following the instructions included in each newsletter or communication or by e-mailing us at [support@medtrainer.com](mailto:support@medtrainer.com).

## **INFORMATION COLLECTION AND USE**

When you join us, you provide us with your contact information, including your name and email address. We use this information to send you updates about your order, questionnaires to measure your satisfaction with our service and announcements about new and exciting services that we offer. When you order from us, we ask for your credit card number and billing address. We use this information only to bill you for the product(s) you order at that time. For your convenience, we do save billing information in case you want to order from us again, but we don't use this information again without your permission.

We occasionally hire other companies to provide limited services on our behalf, including packaging, mailing and delivering purchases, answering customer questions about products or services, sending postal mail and processing event registration. We will only provide those companies the information they need to deliver the service, and they are prohibited from using that information for any other purpose.

MedTrainer, Inc. will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on MedTrainer, Inc. or the site; (b) protect and defend the rights or property of MedTrainer, Inc. and its family of Websites, and, (c) act in urgent circumstances to protect the personal safety of users of MedTrainer, Inc., its Websites, or the public.

## **DATA RETENTION**

We will retain your information for as long as your account is active or as needed to provide you services. If you wish to cancel your account or request that we no longer use your information to provide you services contact us at [support@medtrainer.com](mailto:support@medtrainer.com). We will retain and use your information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

## **DISCLAIMER**

The materials on this web site and in MedTrainer, Inc.'s online training programs have been prepared for informational purposes only. The information contained therein is not intended to be legal advice and should not be construed as such. Transmission of the information is not intended to create, and receipt does not constitute, an attorney-client relationship. Internet subscribers and online readers should not act upon this information without seeking independent counsel. The information contained in this website is provided only as general information that may or may not reflect the most current legal developments. This information is not intended to constitute legal advice or to substitute for obtaining legal advice from competent, independent, legal counsel in the relevant jurisdiction.