# **Customer Privacy Policy**

Your privacy is important to Maestro Development Inc. ("MDI"). This Privacy Policy covers how we collect, use, disclose, transfer, and store your information.

## **Collection of Personal Information**

Personal information is data that can be used to uniquely identify or contact a single person. You may be asked to provide personal information anytime you are in contact with MDI or an MDI affiliated company. MDI and its affiliates may share this personal information with each other and use it consistent with this Privacy Policy. They may also combine it with other information to provide and improve our products, services, content, and advertising.

For example. when you register your products, purchase a product, download a software trial or an update, download a solution, participate in a forum, or participate in an online survey, we may collect a variety of information, including your name, mailing address, phone number, email address, contact preferences, and credit card information.

The personal information we collect allows us to keep you posted on MDI's latest product announcements, software updates, and upcoming events. It also helps us to improve our services, content, and advertising. If you don't want to be on our mailing list, you can opt out anytime by clicking the "Unsubscribe" option, updating your preferences or by contacting MDI Customer Service.

We also use personal information to help us develop, deliver, and improve our products, services, content, and advertising. We may also use personal information for internal purposes such as auditing, data analysis, and research to improve MDI's products, services, and customer communications.

From time to time, we may use your personal information to send important notices, such as communications about purchases and changes to our terms, conditions, and policies. Because this information is important to your interaction with MDI, you may not opt out of receiving these communications.

# **Collection and Use of Non-Personal Information**

We also collect non-personal information – data in a form that does not permit direct association with any specific individual. We may collect, use, transfer, and disclose non-personal information for any purpose. For example, we may collect information such as occupation, language, zip code, area code, unique device identifier, location, and the time zone where an MDI product is used so that we can better understand customer behavior and improve our products, services, and advertising.

We also may collect information regarding customer activities on our website and MDI Store and from our other products and services. and from our other products and services. This information is aggregated and used to help us provide more useful information to our customers and to understand which parts of our website, products, and services are of most interest. Aggregated data is considered non-personal information for the purposes of this Privacy Policy.

If we do combine non-personal information with personal information the combined information will be treated as personal information for as long as it remains combined.

# Cookies and Other Technologies

MDI's website, online services, interactive applications, email messages, and advertisements may use "cookies" and other technologies such as pixel tags and web beacons. These technologies help us better understand user behavior, tell us which parts of our website people have visited, and facilitate and measure the effectiveness of advertisements and web searches. We treat information collected by cookies and other technologies as non-personal information. However, to the extent that Internet Protocol (IP) addresses or similar identifiers are considered personal information by local law, we also treat these identifiers as personal information. Similarly, to the extent that non-personal information is combined with personal information, we treat the combined information as personal information for the purposes of this Privacy Policy.

MDI and its partners also use cookies and other technologies to remember personal information when you use our website, online services, and applications. Our goal in these cases is to make your experience with MDI more convenient and personal. For example, knowing your country and helps us provide a customized and more useful shopping experience. Knowing your contact information, serial numbers, and information about your computer or device helps us provide you with better customer service. If you want to disable cookies you can do so in your browser on your mobile device. Please note that certain features of the MDI website may not be available once cookies are disabled.

As is true of most websites, we gather some information automatically and store it in log files. This information includes Internet Protocol (IP) addresses, browser type and language, Internet service provider (ISP), referring and exit pages, operating system, date/time stamp, and clickstream data. We use this information to understand and analyze trends, to administer the site, to learn about user behavior on the site, and to gather demographic information about our user base as a whole. MDI may use this information in our marketing and advertising services.

In some of our email messages, we use a "click-through URL" linked to content on the MDI website. When customers click one of these URLs, they pass through a separate web server before arriving at the destination page on our website. We track this click-through data to help us determine interest in particular topics and measure the effectiveness of our customer communications. If you prefer not to be tracked in this way, you should not click text or graphic links in the email messages.

Pixel tags enable us to send email messages in a format customers can read, and they tell us whether mail has been opened. We may use this information to reduce or eliminate messages sent to customers.

#### **Disclosure to Third Parties**

At times MDI may make certain personal information available to strategic partners that work with MDI to provide products and services, or that help MDI market to customers. Personal information will only be shared by MDI to provide or improve our products, services and advertising; it will not be shared with third parties for their marketing purposes.

#### Service Providers

MDI shares personal information with companies who provide services such as information processing, extending credit, fulfilling customer orders, delivering products to

you, managing and enhancing customer data, providing customer service, assessing your interest in our products and services, and conducting customer research or satisfaction surveys. These companies are obligated to protect your information and may be located wherever MDI operates.

## Others

It may be necessary – by law, legal process, litigation, and/or requests from public and governmental authorities within or outside your country of residence – for MDI to disclose your personal information. We may also disclose information about you if we determine that for purposes of national security, law enforcement, or other issues of public importance, disclosure is necessary or appropriate.

We may also disclose information about you if we determine that disclosure is reasonably necessary to enforce our terms and conditions, our licenses or to protect our operations or users. Additionally, in the event of a reorganization, merger, or sale we may transfer any and all personal information we collect to the relevant third party.

## Protection of Personal Information

MDI takes precautions — including administrative, technical, and physical measures — to safeguard your personal information against loss, theft, and misuse, as well as against unauthorized access, disclosure, alteration, and destruction.

MDI's online services use Secure Sockets Layer (SSL) encryption on all web pages where personal information is collected. To make purchases from these services, you must use an SSL-enabled browser such as Safari, Firefox, or Internet Explorer. Doing so protects the confidentiality of your personal information while it's transmitted over the Internet.

When you use some MDI products, services, or applications or post on an MDI forum, chat room, or social networking service, the personal information you share is visible to other users and can be read, collected, or used by them. You are responsible for the personal information you choose to submit in these instances. For example, if you list your name and email address in a forum posting, that information is public. Please take care when using these features.

# Integrity and Retention of Personal Information

We will retain your personal information for the period necessary to fulfill the purposes outlined in this Privacy Policy unless a longer retention period is required or permitted by law.

#### Access to Personal Information

You can help ensure that your contact information and preferences are accurate, complete, and up to date by contacting MDI <u>support@maestrodevelopment.com</u>. For other personal information, we make good faith efforts to provide you with access so you can request that we correct the data if it is inaccurate or delete the data if MDI is not required to retain it by law or for legitimate business purposes. We may decline to process requests that are unreasonably repetitive, require disproportionate technical effort, jeopardize the privacy of others, are extremely impractical, or for which access is not otherwise required by local law.

## Children

We do not knowingly collect personal information from children under 13. If we learn that we have collected the personal information of a child under 13 we will take steps to delete the information as soon as possible.

#### Location-Based Services

To provide location-based services in MDI products, MDI and our partners and licensees may collect, use, and share precise location data, including the real-time geographic location of your computer or device. This location data is collected anonymously in a form that does not personally identify you and is used by MDI and our partners and licensees to provide and improve location-based products and services.

## Third-Party Sites and Services

MDI websites, products, applications, and services may contain links to third-party websites, products, and services. Our products and services may also use or offer products or services from third parties. Information collected by third parties, which may include such things as location data or contact details, is governed by their privacy practices. We encourage you to learn about the privacy practices of those third parties.

## International Users

Information you provide may be transferred or accessed by entities around the world as described in this Privacy Policy. MDI abides by the "safe harbor" framework set forth by the U.S. Department of Commerce regarding the collection, use, and retention of personal information collected by organizations in the European Economic Area and Switzerland.

#### Our Companywide Commitment to Your Privacy

To make sure your personal information is secure, we communicate our privacy and security guidelines to MDI employees and strictly enforce privacy safeguards within the company.

# Privacy Questions

If you have questions or concerns about MDI's Privacy Policy or data processing, please contact us at support@maestrodevelopment.com.

# Changes to this Policy

MDI may update its Privacy Policy from time to time. When we change the policy in a material way, a notice will be posted on our website along with the updated Privacy Policy.