



## Privacy Statement

This privacy statement (this "Statement") confirms that Mobile WorkForce, Inc. ("MOBILE WORKFORCE" or "We") is a licensee of the TRUSTe Privacy Program. This privacy statement discloses the privacy practices for the Mobile-WorkForce service – <http://www.mobileworkforce.net> (the "Service") and the workSmart! website – <http://www.mobile-worksmart.com> ( or .net) (the "Site").

TRUSTe is an independent, non-profit organization whose mission is to build users' trust and confidence in the Internet by promoting the use of fair information practices. Out of respect for your privacy, we agreed to disclose our information collection policies and have our privacy practices reviewed for compliance by TRUSTe. Specifically, We have agreed to notify you of:

- the personally identifiable information collected through the Site and/or the Service(the "Information");
- the organization collecting the Information;
- how the Information is used;
- with whom the Information may be shared;
- choices available to you regarding the collection, use and distribution of the Information;
- the kind of security procedures that are in place to protect the loss, misuse or alteration of the Information; and
- the necessary procedures to correct any inaccuracies in the Information.

If you feel MOBILE WORKFORCE is not abiding by the terms and conditions of this Statement, you should first contact our privacy manager by e-mail at [privacy@mobile-workforce.com](mailto:privacy@mobile-workforce.com) or by telephone at 1-360-874-2424. If you do not receive acknowledgment of your inquiry or MOBILE WORKFORCE fails to address it satisfactorily, you should then contact TRUSTe at <http://www.truste.org>. TRUSTe will act as a liaison with MOBILE WORKFORCE to resolve your concerns.

### **Information Collection and Use**

Information regarding your company derived from your use of software within the Service (the "Data") is owned by the company and entrusted to MOBILE WORKFORCE. The Data will not be sold, shared or rented. Nor shall MOBILE WORKFORCE sell, share, or rent the Information, except as disclosed in this Statement.

### **Registration**

You must register to use the Service and certain features of the Site. During registration, you are required to provide your contact information (including name and e-mail address) ("Contact Information"). Your Contact Information is used to contact you regarding services offered on or through Service and/or the Site for which you have expressed interest.

### **Service Orders**

We need certain information to process your service requests (e.g. your name, shipping address, credit card number and expiration date). This information is used for billing purposes and service order fulfillment. Likewise, it is important that we be able to contact you if We have problems processing a request.

### **Cookies**

A cookie is a tiny piece of data that is stored on your hard drive. It contains information about you. A cookie is linked to Information while you are using the Service or visiting the Site.

Cookies offer you many advantages because they provide MOBILE WORKFORCE with information that We can use to make the Service and the Site more pleasant for you. For instance, cookies can alleviate the need for you to log in a password each time you use the Site.

In order to use the Service, your browser must accept cookies. Each time you log on to the Service as a regular subscriber, a cookie is created on your computer that brings the Service to you with the functionalities and settings you have chosen. However, this cookie is systematically terminated or expires when you close your browser, or when your session expires automatically, whichever occurs first. When you sign up to use the demo version of the Service, a cookie is created on your hard drive. That cookie will no longer be used by the Service

after your restricted access rights have expired, and it will be expunged from your hard drive as dictated by your browser's settings. More information about cookies can be found by using your browser's "help" function. Those who have disabled their browser's ability to accept cookies are still able to use the Site. However, cookies allow you to take full advantage of some of the Site's most interesting features, and We recommend that your browser remain enabled to accept them because you might otherwise be limited to certain areas or functions of the Site. For example, you won't be able to participate in any of our sweepstakes, contests or drawings. Some of MOBILE WorkForce's business partners may use cookies on the Site. However, We have no access to or control over these cookies. We recommend that you consult the privacy policy of each of these partners to determine their use of cookie-derived information.

#### **Log Files**

We use IP addresses to analyze trends, administer the Site, monitor usage, improve the Service, and gather broad Demographic Information for MOBILE WorkForce's aggregate use. We do not link IP addresses to any Information.

#### **Sharing**

MOBILE WORKFORCE may share aggregated Demographic Information with our partners. Rest easy, none of this information identifies you as an individual. We use an outside credit card processing company to handle MOBILE WorkForce's billing. This outside company does not retain, share or use Information for any secondary purposes.

#### **Links**

The Site and Service contain links to other sites. Please be aware that We are not responsible for the privacy practices of these other sites. We encourage our users to read the privacy statements of each and every website that collects Information. This privacy statement applies only to Information collected by MOBILE WORKFORCE.

#### **Surveys and Contests**

From time-to-time, the Site requests information from users via surveys or contests. Participation in these surveys or contests is completely voluntary. Information requested may include Contact Information and Demographic Information ("Survey Information"). Survey Information will be used to monitor and improve the Site and to notify winners and award prizes.

#### **Security**

This website takes every precaution to protect your Information. Sensitive information submitted via the Site and/or Service, including your credit card number, and other extremely personal information ("Sensitive Information"), is protected. Sensitive Information is encrypted and is protected with the best encryption software in the industry " SSL, and stored on MOBILE WorkForce's servers in a secure environment. While on a secure page, the lock icon on the bottom of Web browser becomes locked, as opposed to unlocked, or open. Visit <http://home.netscape.com/eng/ssl3/index.html> for more information about SSL. Note, however, that this hyperlink is provided for informational purposes only. We do not guarantee the accuracy of any information contained on this hyperlinked site.

We also work diligently to protect Sensitive Information off-line. In fact, all Information, not just Sensitive Information, is restricted in our offices. Only employees who need the Information to perform a specific job are granted access to the Information. Our employees use password-protected screen savers when they leave their desk. When they return, they must reenter their password to gain access to the Information. Further, employees are kept up-to-date on MOBILE WorkForce's security and privacy practices. Each quarter, as well as any time new policies are added, our employees are notified and/or reminded that it is important to safeguard your privacy. These employees are given specific guidelines to ensure your information is protected. If you have any questions about the security of our Site, please contact our privacy manager by e-mail at [privacy@mobile-workforce.com](mailto:privacy@mobile-workforce.com).

#### **Supplementation of Information**

In order for the Service and/or the Site to properly fulfill its obligation to you, it may be necessary for MOBILE WORKFORCE to supplement the Information We receive from you (at times including Sensitive Information) with information from third party sources. For example, to determine if you qualify for an MOBILE WORKFORCE credit line, we may use your Information to request a credit report. Once we determine your credit-worthiness, this document is destroyed. Additionally, We may combine your Information with similar information from one or more of MOBILE WorkForce's partners to create a personalized user profile and enhance the Service and/or the Site. This collection of data will not be sold, shared or rented.

#### **Special Offers**

We send all new members a welcoming e-mail to verify their password and username. Established members will occasionally receive information on products, services, special deals, and a newsletter. To receive these items, We will need to collect your Information. You may request that your Information not be used for purposes not directly related to the Service or the Site, and request notification when an outside party is collecting the Information, by contacting our privacy manager at [privacy@mobile-workforce.com](mailto:privacy@mobile-workforce.com).

#### **Site and Service Updates**

We'll also send you a brief announcement upon the completion of a major update to the Service and/or the Site. You are not able to unsubscribe from these announcements because they contain important information about the Service and/or the Site. Communications with you regarding your account will be by e-mail, telephone or standard mail service.

**Correcting/Updating Personal Information**

Subscribers to the WorkSmart! Service can update their Information at any time through their group administrator, using the Administrate module. We will endeavor to provide a way for users of the Site and/or the Service to correct, update and/or remove their Information from MOBILE WorkForce's files should such Information change. To make such a request, please e-mail our customer support department at [customer@mobile-workforce.com](mailto:customer@mobile-workforce.com).

**Notification of Changes**

If we decide to amend or otherwise alter this Statement, We will post those changes on the Site. You are always welcome to read the then-current Statement to become familiar with the Information we collect, how we use it, and under what circumstances, if any, we might disclose it. If we decide to use your Information for a different purpose than provided for in the Statement then current at the time the Information was collected, we will notify you by e-mail and provide you with the opportunity to object.

For Customer

For Mobile WorkForce

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_