

Privacy Policy

It is the policy of Options & Choices, Inc. (doing business as Optis™) to protect our customers' information by limiting access to authorized users. Information gathered during the course of business shall not be marketed, sold or utilized in any other context without the express permission of the information owner. If the business relationship is terminated for any reason, all information shall be destroyed. Optis utilizes an Information Security Management System (ISMS) to comply with data protection regulations (see Optis' Security Policy).

Data Privacy & Security

In providing you with LeaveXpert, Optis shall maintain appropriate administrative, physical and technical safeguards to protect the security, confidentiality and integrity of your data. We will not disclose your data except if compelled by law or permitted by you.

Optis does reserve the right to review data from time to time in its discretion. In cases Optis chooses to review data, it is not data specifically tied to your organization or users, but looking at all data for trends and insight that can lead to product improvement.

Definition of Confidential Information

As used herein, "Confidential Information" means all confidential information disclosed by you to Optis, whether orally or in writing, that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure. Your Confidential Information shall include your Data, our Confidential Information shall include the Services; and Confidential Information of each party shall include the terms and conditions of this Agreement, as well as business and marketing plans, technology and technical information, product plans and designs, and business processes disclosed by such party. However, Confidential Information (other than your data) shall not include any information that (i) is or becomes generally known to the public without breach of any obligation owned to the disclosing party, (ii) was known to the receiving party prior to its disclosure by the disclosing party without breach of any obligation owned to the disclosing party, (iii) is received from the third party without breach of any obligation owed to the disclosing party, or (iv) was independently developed by the receiving party.

Protection of Confidential Information

The receiving party shall use the same degree of care that it uses to protect the confidentiality of its own confidential information of like kind (but in no event less than reasonable care) (i) not to use any Confidential Information of the disclosing party for any purpose outside the scope of this Agreement, and (ii) except as otherwise authorized by the disclosing party in writing, to limit access to Confidential Information of the disclosing party to those of its and its affiliates' employees, contractors and agents who need such access for purposes consistent with this Agreement and who have signed confidentiality agreements with the receiving party containing protections no less stringent than those herein. Neither party shall disclose the terms of this Agreement to any third party other than its Affiliates and their legal counsel and accountants without the other party's prior written consent.

Compelled Disclosure

The receiving party may disclose Confidential Information of the disclosing party if it is compelled by law to do so, provided the receiving party gives the disclosing party prior notice of such compelled disclosure (to the extent legally permitted) and reasonable assistance, at the disclosing party's cost, if the disclosing party wishes to contest the disclosure. If the receiving party is compelled by law to disclose the disclosing party's Confidential Information as part of a

civil proceeding to which the disclosing party is a party, and the disclosing party is not contesting the disclosure, the disclosing party will reimburse the receiving party for its reasonable costs of compiling and providing secure access to Confidential Information.

COOKIES

A cookie is a string of information that a website stores on a visitor's computer, and that the visitor's browser provides to the website each time the visitor returns. Optis uses cookies to help Optis identify and track visitors, their usage of Optis' web site, and their website access preferences. Optis visitors who do not wish to have cookies placed on their computers should set their browsers to refuse cookies before using Optis' websites, with the drawback that certain features of Optis' websites may not function properly without the aid of cookies.

PRIVACY POLICY CHANGES

Although most changes are likely to be minor, Optis may change its Privacy Policy from time to time, and in Optis' sole discretion. Optis encourages visitors to frequently check this page for any changes to its Privacy Policy. Your continued use of this site after any change in this Privacy Policy will constitute your acceptance of such change.