

# A2ZFILE LLC Privacy Policy Guiding Principles

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In A2ZFILE LLC'S Privacy Policy Guiding Principles ("Guiding Principles"), A2ZFILE LLC, (hereinafter A2ZFILE LLC or "we") provide information about how we collect, use and transfer personally identifiable data from you, an individual person and/or website visitor, through A2ZFILE LLC'S publicly accessible websites and on which we post a direct link to these Guiding Principles (collectively the "site").

## 1. Contemplated Boundaries of Guiding Principles:

These Guiding Principles cover only data collected through the web sites of [www.a2zfile.com](http://www.a2zfile.com) and not any other data collection or processing, including, without limitation, data collection practices of webpages to which the site links, or data that we or our affiliates collect offline or through webpages that do not display a direct link to these Guiding Principles, for example the A2ZFILE LLC applications on which we host data for registered customers.

## 2. Data Collection Methods Outlined:

Through the site, we receive data that you actively submit as well as data that we track:

**Actively Submitted Data:** When you request information, subscribe to a mailing list or for a service, respond to an online survey or otherwise actively send us data, we usually collect data such as your name, e-mail address(es), mailing address(es), telephone number(s), and certain information related to the business you represent such as number of employees and industry type. You can opt out of providing information by not entering it when asked and, if such information is required in order to allow us to respond to your inquiry, you will receive a notice advising you of this. In each such instance, you know what data we collect through the site, because you actively submit it. Because you know that we collect data through the site and because you are actively submitting this data, you are consenting to the collection of your data.

**Passively Tracked Data:** When you visit the site, we also track information on your computer and Internet connection, such as the IP address of your computer and/or Internet service provider, the date and time you access the site, the Internet address of websites from which you link to our site, the computer technology you are using and your movements and preferences on our site. We use technology, including, without limitation, "cookies" or small data files stored on your computer's hard drive, to collect such information. We also use cookies to collect information in connection with future visits from that website, to recognize you as a previous visitor, or to track your activity on our site. If you follow a link to the site from an affiliate or promotion, we store information about your arrival from that affiliate or promotion in a session cookie. You do not need to have cookies turned on to visit our site. You can refuse cookies by turning them off on your browser. But, if you want to access webpages that require registration, you need to accept a mandatory session cookie, which you can delete after you leave the site.

**Combinations:** Unless you also actively submit personal information such as your name or address, passively tracked data does not typically allow us to identify you personally. To the extent permitted by applicable law, we reserve the right to combine passively tracked data with personal data that you actively submit.

### Web Server Logs:

When you visit A2ZFILE LLC website, we may track information about your visit and store that information in web server logs, which are records of the activities on our sites. The servers capture and save the information electronically.

## 3. Reasons For A2ZFILE LLC Collecting Data:

We collect passively tracked data primarily for purposes of administering, protecting and improving our site and our systems, to better understand the preferences of our site visitors, to identify server problems, to compile aggregated statistics about site usage, to help personalize your experience on our site, and for a variety of other permissible reasons. We collect actively submitted data primarily for two purposes: Firstly, for the purpose for which you originally sent us the data (e.g., to provide information to you or sign you up for a free trial); and secondly, for purposes of contacting you to further discuss your interest in our company, the services we provide and ways we can improve them to provide information on services, promotions and events. In regards to any other purpose for collecting actively submitted data, we will be guided by the law. You can opt out of receiving marketing emails as explained below.

## 4. Personal Information Disclosure Statement

We are not in the business of selling or renting your information to telemarketers and we do not share your personally identifiable information with others, except as follows: We share your information within the A2Z group of companies. We also may share information with trusted business partners, such as system integrators, distributors, and referral partners and any other party specifically identified on the page on which you submit your information. We engage agents and service providers who process data only on our behalf and for our purposes under confidentiality agreements. We may share your information as required by law or in the interest of protecting or exercising our or others' legal rights, e.g., without limitation, in connection with requests from law enforcement officials and in connection with court proceedings. We may share or transfer your information in connection with a prospective or actual sale, merger, transfer or other reorganization of all or parts of our business. Also, we reserve the right to fully use and disclose any information that is not in personally identifiable form (such, but not limited to statistics and survey results, wherein we will take reasonable attempts to protect your privacy).

## 5. Your Ability to Withdraw

In connection with promotions or other projects, we may ask you specifically whether you have objections against a certain kind of data use or sharing. If you opt-out under such circumstances, we will respect your decision. To opt out of receiving commercial communications from A2ZFILE LLC, please click on the "opt-out" link in the communication or, please contact us at [help@a2zfile.com](mailto:help@a2zfile.com).

If you desire to remove your contact information, please email A2ZFILE LLC at, [help@a2zfile.com](mailto:help@a2zfile.com) or write to:

1644 Wilshire Boulevard, Suite 300

Los Angeles, CA 90017

Please note that our affiliates and other data recipients have their own data privacy policies, which may differ from ours and you would have to contact them separately with respect to opt-out requests.

## 6. Contacting A2ZFILE LLC to Ensure Your Information is Correct

If personal information you have submitted through the site is no longer accurate, current, or complete, and you wish to update it, please send an e-mail to [help@a2zfile.com](mailto:help@a2zfile.com). Upon appropriate request we will make reasonable efforts to amend your information, but we reserve the right to use information obtained previously to verify your identity or take other actions that we believe are appropriate, and for other means.

## 7. Security

Transmissions over the Internet are never 100% secure or error-free. However, we take reasonable steps to protect your personal information from loss, misuse, and unauthorized access, disclosure, alteration, and destruction.

## 8. When These Guiding Principles Take Effect

These Guiding Principles are effective as of June 10, 2020. We reserve the right to change, modify, add or remove portions of these Guiding Principles from time to time and in our sole discretion, but will alert you that changes have been made by indicating on the Guiding Principles the date it was last updated. When you visit the site, you are accepting the current version of these Guiding Principles as posted on the site at that time. We recommend that users revisit these Guiding Principles on occasion to learn of any changes.

## 9. California Online Privacy Protection Act Compliance (COPPA)

California has enacted new laws and other legal compliance methods in regards to Online Privacy. This area of the law is new and constantly changing. We acknowledge that the California Online Privacy Protection Act (hereinafter “COPPA”) exists and will take all reasonable steps to abide by this new law. We do however state and you as the user acknowledge that this is an ever changing area of the law and it is a settled area of law. As such compliance will be reasonable given the current state of the law and enforcement mechanisms.

## 10. Children’s’ Online Privacy Protection Act Compliance (ChOPPA)

A2Z is in compliance with the Children’s’ Online Privacy Protection Act.

## 11. How to Reach A2ZFILE LLC

We are here from you.

Please feel free to contact us with any comments, questions, complaints or suggestions you might have regarding the information practices described in these Guiding Principles. You may send us an e-mail at [help@a2zfile.com](mailto:help@a2zfile.com) or our telephone: 323-417-0013 or please write to us at 1644 Wilshire Boulevard, Suite 300, Los Angeles, CA 90017.

## 12. Changes to A2ZFILE LLC Guiding Privacy Policy

A2ZFILE LLC reserves the right to modify these Guiding Principles at any time, so please review them frequently. Changes and clarifications will take effect immediately upon their posting on the website. If A2ZFILE LLC make material changes to these Guiding Principles, we will notify you that it has been updated.

## 13. Severability

If any terms or provisions of these Guiding Principles are invalid, illegal or unenforceable in any jurisdiction, such invalidity, illegality or unenforceability in any jurisdiction shall not affect any other term or provision of these terms or invalidate or render unenforceable such term or provision in any other jurisdiction; provided, however, that if any fundamental term or provision of these Guiding Principles (including, without limitation Sections 2, 4, and/or 5 ), are invalid, illegal or unenforceable, the remainder of these Guiding Principles shall be enforceable.

Upon a determination that any term or provision is invalid, illegal or unenforceable, the Court may modify these Guiding Principles to effect the original intent of the parties as closely as possible in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.

## 14. A2ZFILE LLC and Your Agreement to the Privacy Policy Guiding Principles

By using the services and website of A2ZFILE LLC, you agree to A2ZFILE LLC Privacy Policy Guiding Principles. You have fully read this agreement and are of sound mind. You affirm that you are legally capable to enter into these Guiding Principles which have the full force and effect of a binding legal contract.

A2ZFILE LLC and you hereby acknowledge that any and all legal disputes will be resolved by the laws of the State of California. Any and all legal actions taken by any and all entities against A2ZFILE LLC under these guiding principles will be litigating the Courts of the State of California. Each party shall bear their own attorney's fees. Each party shall bear their own costs.

A2ZFILE LLC and you hereby acknowledge that any arbitration will be performed by ADR Services, Inc. in the State of California, under California State law.

All parties to bear their owns, costs and attorneys' fees.

Dated: \_\_\_\_\_ Signed \_\_\_\_\_  
A2ZFILE LLC, Representative

Dated: \_\_\_\_\_ Signed \_\_\_\_\_  
A2ZFILE LLC Costumer