Bid Ops Privacy Policy

Effective Date: \_\_\_\_\_\_\_\_\_\_

Bid Ops, Inc. (“**Bid Ops**”, “**we**”, “**us**”, or “**our**”) is committed to protecting your privacy. We have prepared this “**Privacy Policy**” to describe to you our practices regarding the personal information we collect in connection with our websites, [www.bid-ops.com](http://www.bid-ops.com), bidops.com, bidops.co, and any permutation thereof owned and operated by Bid Ops Inc., our mobile applications and our automated procurement platform (the “Website”), and all other websites, features or online services that are owned or controlled by Bid Ops and that post a link to this Privacy Policy (collectively with our Website, the “**Services**”).

Click on one of the links below to jump directly to the listed section:

[I. Scope of This Privacy Policy](#_Toc521687364)

[II. How We Collect Personal Information](#_Toc521687365)

[III. Types of Information We Collect](#_Toc521687366)

[IV. Cookies and Similar Technologies](#_Toc521687367)

[V. How We Use Your Information](#_Toc521687368)

[VI. How We Disclose Your Information](#_Toc521687369)

[VII. Third Party Websites](#_Toc521687370)

[VIII. Third Party Products and Services](#_Toc521687371)

[IX. User Generated Content](#_Toc521687372)

[X. Your Choices](#_Toc521687373)

[XI. Security](#_Toc521687374)

[XII. International Transfers](#_Toc521687375)

[XIII. Changes to This Privacy Policy](#_Toc521687376)

[XIV. How to Contact Us](#_Toc521687377)

# Scope of This Privacy Policy

This Privacy Policy describes the types of personal information we collect when you interact with us online in connection with our Services, and how Bid Ops collects, uses, maintains, protects and discloses your personal information. This policy governs any of the Services that link to or on which the Privacy Policy is posted, but does not apply to information collected by Bid Ops offline or through any other means.

Bid Ops does not control the privacy practices of users, buyers, vendors and other third parties that interact with and communicate through our Services. These independent companies are solely responsible for their privacy practices and ensuring compliance with all applicable laws and regulations, as well as any and all privacy policies, agreements or other obligations, relating to the collection or handling of personal information that they may receive from other users in connection with the use of our Services.

Please read this Privacy Policy carefully to understand our policies and practices regarding your information and how we will treat it. By visiting or interacting with any part of our Services or otherwise submitting personal information through our Website or Services, you accept and agree to the practices described in this Privacy Policy and expressly consent to the collection, use and disclosure of your personal information in accordance with this Privacy Policy. Your continued use of the Services (following the posting of a revised privacy policy) means that you accept and agree to the terms of the revised privacy policy, so please check the policy periodically for updates.

**Children**

The Services are not designed for, or directed to, children under the age of 13 and Bid Ops does not intentionally collect information about anyone under the age of 13 on the Website or Services. If Bid Ops discovers that it has inadvertently collected personal information from anyone younger than the age of 13, we will attempt to delete the information as soon as possible. If you believe that we might have any personal information from a child under 13, please contact us at hello@bid-ops.com.

**A Note to Users Outside of the United States**

If you are a non U.S. user of the Website or Services, by visiting the Website and providing us with data, you acknowledge and agree that your personal information may be processed for the purposes identified in the Privacy Policy. In addition, your personal information may be processed in the country in which it was collected and in other countries, including the United States, where laws regarding processing of personal information may be less stringent than the laws in your country. By providing your data, you consent to such transfer.

# How We Collect Personal Information

We may obtain personal information about you from various sources, including our Website, your interactions with the Services, when you call or email us or communicate with us through social media, or when you participate in events or other promotions. We also may obtain information about you from our users, business partners, and other third parties.

You may choose not to provide some or all of your personal information to us, but doing so may prevent us from providing our services to you, or limit our ability to provide you with the level of service that you would otherwise expect from us.

# Types of Information We Collect

We may collect personal information from you, including any information that allows someone to identify or contact you. We may also collect anonymous data from you, which means data that is not associated with or linked to your personal information.

**Information You Provide To Us**

We may obtain the following types of information that you provide or submit to us or when you communicate with us:

* Contact details and other personal information we may collect when you register for an account to access or use our Services (“**Account**”) and/or sign up for an event with us, such as your name, email address, mailing address, telephone number, professional tile, company name and/or company website.
* Billing and transaction information, including details about payments to and from you and other details of services you have purchased from us, including transaction data between buyers and vendors using the platform for the purpose of a vendor audit or other vendor relationship management services rendered to either buyer or vendor.
* Profile information related to your Account, such as your username, password, bidding history, preferences and survey responses.
* Bid and transaction information, which may include your name and company, a description of services or requests, pricing information, bidding history and other details that you submit or provide through our Services when participating in bids.
* Feedback and correspondence, such as information you provide when you report a problem with the Services, receive customer support, or otherwise correspond with us.
* Job application information, including biographical information, education, employment history, professional and other work-related qualifications, references and other information that you may include on a resume or employment application that you submit through the Website.
* Usage information, such as information about how you use the Services and interact with us, including information associated with any content you upload to the Websites or otherwise submit to us through the Services, and information you provide when you use any interactive features of the Services.
* Location information, such as information about your location based on technologies including GPS, IP address or connected or nearby Wi-Fi networks.
* Marketing information, such your preferences for receiving marketing communications and details about how you engage with marketing communications.
* Other details that you may submit to us or that you provide at other points on our Website that state that personal information is being collected.

Please note that, as explained in the [User Generated Content](#_User_Generated_Content) section of this Privacy Policy, we ask you not to include personal information in any files you upload to the Services or in the messages you exchange via the Services. If you choose to include personal information within those functionalities, we will not be able to limit the collection and use of that information by other users.

**Information Collected Automatically**

We may automatically log information about you and your computer or mobile device when you access our Website. For example, we may log your operating system name and version, manufacturer and model, device identifier, browser type, screen resolution, the website you visited before browsing to our Website, pages you viewed, how long you spent on a page, access times, general location information such as city, state or geographic area, and information about your use of and actions on our Website. We collect this information about you using cookies. Please refer to the [Cookies and Similar Technologies](#_Cookies_and_Similar) section for more details.

To make our Website and Services more useful to you, our servers (which may be hosted by a third-party service provider) collect information from you, including your browser type, operating system, IP address (a number that is automatically assigned to your computer when you use the Internet, which may vary from session to session), domain name, and/or a date/time stamp for your visit.

**Third Parties or Publicly Available Sources**

We may receive personal information about you from various third parties. For example, if you are on another website and you opt-in to receive information from us, the other website will forward your contact information and other information to us so that we may contact you as requested. We also may supplement the information we collect with outside records from third parties in order to provide you with information, services or goods you have requested, to enhance our ability to serve you, and to tailor our content to you. We may combine the information we receive from those other sources with information we collect through the Services. In those cases, we will apply this Privacy Policy to the combined information.

**Referrals**

Existing users of our Services may have the opportunity to refer friends or other contacts to us. If you decide to invite a third party to create an Account, we will collect your and the third party’s contact information in order to communicate with the third party. If you are an existing user, you may only submit a referral if you have obtained any appropriate consents that may be required by law to allow to access, upload and store the third party’s contact information as described above. You or the third party may contact us at hello@bid-ops.com to request the removal of this information from our database.

**Third Party Analytics Services and Ad Servers**

Bid Ops works with certain third party analytics companies that we engage to provide us with information regarding traffic to our Website and help analyze how individuals use our Services, including but not limited to Google Analytics and Hot Jar (“**Analytics Services**”). These third parties may automatically collect information about you using their own cookies or other technologies, or may otherwise collect or have access to, information about your visits to this and other websites, your IP address, your ISP, the browser you use to visit our Website and other information about how you access and use the Services (the “**Analytics Information**”). We use this information to improve our Website and to better understand the usage and visitation of our Websites and the other sites tracked by these third parties.

The Analytics Services collect and use Analytics Information to compile reports on user activity, which may be provided to us on an individual or aggregate basis. The Analytics Services may also transfer information to third parties where required to do so by law, or where such third parties process Analytics Information on their behalf. Each Analytics Services’ ability to use and share Analytics Information is restricted by such Analytics Services’ Terms of Use and Privacy Policy. By using our Website and Services, you consent to the processing of data about you by Analytics Services in the manner and for the purposes set out above. For a full list of Analytics Services, please contact us at hello@bid-ops.com.

We may also work with certain third parties (including network advertisers, ad agencies and Analytics Services) to collect Analytics Information for purposes of supporting our marketing efforts, including by serving you ads better tailored to your likely interests. These companies may use cookies, pixel tags and other technologies to, among other things, target advertisements, prevent you from seeing the same advertisements too many times, conduct research regarding the usefulness of certain advertisements to you, and assist in providing analytics. While we may use a variety of service providers to perform advertising and analytics services, some of these companies may be members of the Network Advertising Initiative (“NAI”) or the Digital Advertising Alliance (“DAA”) Self-Regulatory Program for Online Behavioral Advertising.

For additional information regarding targeted advertising and the “opt-out” procedures of NAI members and DAA Self-Regulatory Program participating companies, you may visit:

* NAI Opt-Out Tool (for website users): http://www.networkadvertising.org/managing/opt\_out.asp
* DAA Consumer Choice (for website users): http://www.aboutads.info/choices/
* DAA AppChoices (for mobile app users): http://youradchoices.com/appchoices

Please note that opting out through these mechanisms does not opt you out of being served advertising. You will continue to receive generic ads while visiting the Website and elsewhere online. Some third parties may collect personal information about your online activities over time and across different websites.

# Cookies and Similar Technologies

**What are cookies?**

We may use cookies to collect information and enhance your user experience. Cookies are small pieces of information that a website sends to your computer’s or mobile device’s hard drive while you are viewing the website. We may use both session cookies (which expire once you close your web browser) and persistent cookies (which stay on your computer until you delete them) to provide you with a more personal and interactive experience on our Website. This type of information is collected to make the Services more useful to you and to tailor your experience with us to meet your special interests and needs.

We use two broad categories of cookies: (1) first-party cookies, served directly by us to your computer or mobile device, which we use to recognize your computer or mobile device when it revisits our Website; and (2) third-party cookies, which are served by service providers on our Website and can be used by such service providers to recognize your computer or mobile device when it visits other websites.

**Cookies We Use**

Our Website uses the following types of cookies for the purposes set out below:

|  |  |
| --- | --- |
| Type of Cookie | Purpose |
| Essential Cookies | These cookies are essential to provide you with services available through our Website and to enable you to use some of its features. Without these cookies, the services that you have asked for cannot be provided, and we only use these cookies to provide you with those services. |
| Functionality Cookies | These cookies allow our Website to remember choices you make when you use our Website. The purpose of these cookies is to provide you with a more personal experience and to avoid you having to re-select your preferences every time you visit our Website. |
| Analytics and Performance Cookies | These cookies are used to collect information about traffic to our Website and how users use our Website. The information gathered may include the number of visitors to our Website, the websites that referred them to our Website, the pages they visited on our Website, how much time they spend on which pages, which links they choose to click, what time of day they visited our Website, whether they have visited our Website before, and other similar information. We use this information to help operate our Website more efficiently, to gather broad demographic information, monitor the level of activity on our Website, and improve the Website. We use Analytics Services for this purpose, including but not limited to Google Analytics and Hotjar.  Google Analytics uses its own cookies. You can find out more information about Google Analytics cookies [here](https://developers.google.com/analytics/resources/concepts/gaConceptsCookies) and about how Google protects your data [here](http://www.google.com/analytics/learn/privacy.html). You can prevent the use of Google Analytics relating to your use of our Site by downloading and installing the browser plugin available [here](http://tools.google.com/dlpage/gaoptout?hl=en-GB).  Hotjar uses cookies and other technologiesto collect data about users. You can find out more information about Hotjar’s privacy practices and how Hotjar stores and protects your data by clicking [here](https://www.hotjar.com/legal/policies/privacy). To opt-out from the collection and storage of your usage information by Hotjar on the Services or on other websites click [here](https://www.hotjar.com/legal/compliance/opt-out). |
| Targeted and Advertising Cookies | These cookies track your browsing habits to enable us to show advertising which is more likely to be of interest to you. These cookies use information about your browsing history to group you with other users who have similar interests. Based on that information third party advertisers can place cookies to enable them to show advertisements which we think will be relevant to your interests while you are on third party websites. |
| Social Media Cookies | These cookies are used when you share information using a social media sharing button or “like” button on our Website or Services or you link your account or engage with our content on or through a social networking website such as Facebook, Twitter or Google+. The social network will record that you have done this. |

**Disabling Cookies**

You can typically remove or reject cookies via your browser settings. In order to do this, follow the instructions provided by your browser (usually located within the “settings,” “help” “tools” or “edit” facility). Many browsers are set to accept cookies until you change your settings.

Further information about cookies, including how to see what cookies have been set on your computer or mobile device and how to manage and delete them, visit [www.allaboutcookies.org](http://www.allaboutcookies.org).

If you do not accept our cookies, you may experience some inconvenience in your use of our Website. For example, we may not be able to recognize your computer or mobile device and you may need to log in every time you visit our Website.

**Flash Technology**

We may use Flash cookies (which are also known as Flash Local Shared Object (“LSOs”)) on our Website to collect and store information about your use of our Website. Unlike other cookies, Flash cookies cannot be removed or rejected via your browser settings. If you do not want Flash cookies stored on your computer or mobile device, you can adjust the settings of your Flash player to block Flash LSO storage using the tools contained in the Website Storage Settings Panel at this website. You can also control Flash LSOs by going to the Global Storage Settings Panel at this website and following the instructions. Please note that setting the Flash Player to restrict or limit acceptance of Flash LSOs may reduce or impede the functionality of some Flash applications, including, potentially, Flash applications used in connection with our Website.

**Pixel Tags**

In addition, we may use pixel tags (also referred to as clear GIFs, web beacons, or web bugs) on our Website to track the actions of users on our Website. Pixel tags are tiny graphic images with a unique identifier, similar in function to cookies, which are used to track online movements of web users. In contrast to cookies, which are stored on a user’s computer hard drive, pixel tags are embedded invisibly in web pages. Pixel tags also allow us to send e-mail messages in a format users can read, and they tell us whether e-mails have been opened, for example, to ensure that we are sending messages that are of interest to our users. We may use this information to reduce or eliminate messages sent to a user.

**Do Not Track Signals**

Some Internet browsers may be configured to send “Do Not Track” signals to the online services that you visit. We currently do not currently respond to do not track signals. To find out more about “Do Not Track,” please visit <http://www.allaboutdnt.com>.

# How We Use Your Information

We may use the information we collect about you, including personal information, to:

* Provide our products and services (including, for example, facilitating bids and negotiations, connecting users with potential bid participants, and analyzing your use of the Services).
* Register you for a Bid Ops Account and manage and maintain your Account.
* Identify you as a user in our system.
* Respond to your questions and comments and provide customer support.
* Operate, maintain, administer and improve our Services, including to improve the quality of experience when you interact with our Services.
* Communicate with you about our products, services, offers, events and promotions, and offer you related products and services we believe may be of interest to you.
* Bill you for Bid Ops products or services.
* Communicate with you, respond to your inquiries and provide you with information that you have requested or agreed to receive.
* Determine your eligibility for and the terms or any potential employment with us, including conducting background checks, credit checks and other screening processes to the extent allowed under applicable employment laws.
* Facilitate your communications with us, through social networks and other interactive media.
* Manage your participation in our events and other promotions.
* Tailor our products and services to suit your personal interests and the manner in which visitors use our sites, applications and social media assets.
* Operate, evaluate and improve our business and the products and services we offer and for internal business purposes.
* Analyze and enhance our marketing communications and strategies (including by identifying when emails sent to you have been received and read).
* Analyze trends and statistics regarding visitors’ use of our Services and social media assets.
* Protect against and prevent fraud, unauthorized transactions, claims and other liabilities, and manage risk exposure, including by identifying potential hackers and other unauthorized users.
* Enforce our Terms and Conditions and this Privacy Policy.
* Comply with applicable legal requirements and industry standards and our policies.
* Perform other functions as described at the time of collection, with your consent, or as further described in this Privacy Policy.

We may also create anonymous data records from personal information by excluding information (such as your name) that makes the data personally identifiable to you. We use this information to analyze request and usage patterns so that we may enhance the content of our Services and improve Website navigation. We reserve the right to use anonymous, aggregated and other de-identified information for any purpose and to disclose such data to third parties in our sole discretion.

# How We Disclose Your Information

We disclose your personal information as described below and as described elsewhere in this Privacy Policy.

**Users**

We will share your personal information with other users solely for the purpose of providing the Services.

**Third Party Service Providers**

We may share personal information with third party service providers in connection with the performance of services to, or on behalf of, Bid Ops and the Services, such as customer support, billing, payment processing, hosting, email delivery and database management services. We may also share Information when we work with businesses, partners or agents to develop a direct relationship with you or in connection with referrals.

**Corporate Restructuring**

We may share some or all of your personal information in connection with or during negotiation of any merger, financing, acquisition or dissolution, transaction or proceeding involving sale, transfer, divestiture, or disclosure of all or a portion of our business or assets. In the event of an insolvency, bankruptcy, or receivership, personal information may also be transferred as a business asset. If another company acquires our company, business, or assets, that company will possess the personal information collected by us and will assume the rights and obligations regarding your personal information as described in this Privacy Policy.

**Other Disclosures**

Regardless of any choices you make regarding your personal information (as described below), Bid Ops may disclose personal information if it believes in good faith that such disclosure is necessary or appropriate We may disclose personal information as we believe necessary or appropriate (a) in connection with any legal investigation; (b) to comply with applicable laws, lawful requests and legal process, such as to respond to subpoenas or requests from government authorities; (c) to protect or defend our rights, privacy, safety or property, and/or that of you or others; (d) to protect, investigate and deter against fraudulent, harmful, unauthorized, unethical or illegal activity; and/or (e) to investigate or assist in preventing any violation or potential violation of the law, this Privacy Policy, or our Terms of Use. We may also disclose your personal information to professional advisors, such as lawyers, bankers, auditors and insurers, where necessary in the course of the professional services that they render to us.

# Third Party Websites

Our Website may contain links to third party websites. When you click on a link to any other website or location, you will leave our Website and go to another site and another entity may collect personal and/or other information from you. We have no control over, do not review, and cannot be responsible for, these outside websites or their content. Please be aware that the terms of this Privacy Policy do not apply to these outside websites or content, or to any collection of your personal information after you click on links to such outside websites. We encourage you to read the privacy policies of every website you visit. The links to third party websites or locations are for your convenience and do not signify our endorsement of such third parties or their products, content or websites.

# Third Party Products and Services

The Services may integrate with or enable access to third party tools. End users that register, install or access any third party tools may be required to accept privacy notices provided by those third parties. Please review those notices carefully, as Bid Ops does not control and cannot be responsible for these providers’ privacy or information security practices.

# User Generated Content

We may make available on our Services, or link to, features that allow you to generate your own content or share information online (e.g., on message boards, in chat areas, in file uploads, etc.). Please do not embed personal information in the content you generate or share personal information online in public, community or user forums. Whenever you voluntarily disclose personal information online, that information becomes public and can be collected and used by others. We have no control over, and take no responsibility for, the use, storage, dissemination or erasure of personal information embedded in user-generated content (including project files) or shared publicly. By posting personal information online in public or community forums, you may receive unsolicited messages from other parties.

# Your Choices

In addition to your choices in connection with cookies (see [Cookies and Similar Technologies](#_Cookies_and_Similar)), you have several choices regarding use of information with respect to our Website and Services:

**Email Communications**

We may periodically send you information and emails that directly promote the use of our Website or Services. When you receive newsletters or promotional communications from us, you may indicate a preference to stop receiving further communications from us and you will have the opportunity to “opt-out” by following the unsubscribe instructions provided in the e-mail you receive or by contacting us directly at hello@bid-ops.com. You may continue to receive service-related and other non-marketing emails.

**Accessing and Correcting Your Information**

You may review and change any of your personal information in your Account by editing your profile within your Account or by sending an e-mail to us at the e-mail address set forth below.

In addition, if you believe other personal information we maintain about you is inaccurate, you may request that we correct or amend the information by contacting us as indicated in the [How to Contact Us](#_How_to_Contact) section of this Privacy Policy.

**Choosing Not To Share Your Personal Information**

Where we are required by law to collect your personal information, or where we need your personal information in order to provide the Services to you, if you do not provide this information when requested (or you later ask to delete it), we may not be able to provide you with the Services. We will tell you what information you must provide to receive the Services by designating it as required in the Services or through other appropriate means.

**Your California Privacy Rights**

If you are a California resident, you may request that we provide to you (i) a list of the categories of personal information about you that Bid Ops has disclosed to third parties for the third parties’ direct marketing purposes during the calendar year preceding your request, (ii) the names and addresses of such third parties, and (iii) if the nature of the third parties’ business cannot reasonably be determined from their names, examples of the products or services marketed, if known to Bid Ops, sufficient to give you a reasonable indication of the nature of the third parties’ business. To submit your request, please email hello@bid-ops.com, with the subject line “California Privacy” and your request in the body of your email.

# Security

The security of your personal information important to us. We take a number of organizational, technical and physical measures designed to protect the personal information we collect, both during transmission and once we receive it. However, no security safeguards are 100% secure and we cannot guarantee the security of your information.

# International Transfers

Bid Ops is headquartered in the U.S. and operates a U.S. website subject to U.S. laws, including those governing the privacy and security of your information. When we obtain personal information about you, we may process the information outside of the country in which you are located, including in the European Union and the United States. The countries in which we process the information may not have the same data protection laws as the country in which you are located. We will protect your information as described in this Privacy Policy.

# Changes to This Privacy Policy

This Privacy Policy may be updated from time to time for any reason and without prior notice. We will notify you of any changes to our Privacy Policy by posting the new Privacy Policy on [URL] and changing the “Effective Date” above. You should consult this Privacy Policy regularly for any changes.

# How to Contact Us

If you have any questions or concerns or complaints about our Privacy Policy or our data collection or processing practices, or if you want to report any security violations to us, please contact us at hello@bid-ops.com. You may also write to us at:

Bid Ops, Inc.

Attention: Privacy

3240 26th St

San Francisco, CA 94110