## UPDATED MAY 1, 2015

## **TETRASCIENCE PRIVACY POLICY**

TetraScience respects your privacy and we are committed to keeping the information you share with us via our website safe and secure. This policy explains how TetraScience collects and uses information via its website TetraScience.com (the "Site"), and it explains how we use and protect that information.

We may change this Privacy Policy from time to time. If we make any changes, we will modify the "Updated" date at the top of this Privacy Policy to provide notice a revision has occurred. It is your responsibility to review our Privacy Policy to stay informed about our information practices and the ways you can help protect your privacy. If you disagree with any changes to this Privacy Policy, you will need to stop using the Site and deactivate your account(s).

### WHAT INFORMATION DOES TETRASCIENCE'S WEBSITE COLLECT?

TetraScience collects certain information at TetraScience.com in several ways and from several sources. Specifically, TetraScience's website collects the following information:

- Personal Information: We collect information about you and your company as you register for an account, create or modify your profile and use, access, or interact with the Site (including but not limited to when you upload and download Content). Information we collect includes information that may be used to readily identify or contact you as an individual person ("Personal Information"), such as: name, address, email address, or phone number. Personal Information does not include information that has been anonymized such that it does not allow for the ready identification of specific individuals. You may provide Personal Information directly when you enter it via the Site, or in some cases another user (such as a system administrator) creating an account on your behalf may provide it. If you are providing information (including Personal Information) about someone else, you confirm that you have the authority to act for them and to consent to the collection and use of their information as described in this Privacy Policy.
- <u>Content</u>. We collect and store information and data that you create, input, submit, post, upload, transmit, store or display in the process of using the Site (the "Content").
- <u>Site Visit Information</u>: Via the Site, we passively collect certain information each time you visit the Site ("Site Visit Information"). This may include information collected from cookies and other common activity logging technologies. Site Visit Information includes your browser type, operating

- system, IP address, device specific data, certain search data, web-history data, and general statistics about your activities on the Site.
- Analytics Information derived from the Site and products: We and our analytics providers collect and store analytics information when you use the Site and our products to help us improve our products and services. This analytics information includes, but is not limited to most frequently used features and browser type. The analytics information we collect includes elements of Content related to the function the user is performing. As such, the analytics information we collect may include Personal Information or sensitive business information that the user has included in Content that the user chose to upload, submit, post, create, transmit, store or display in an Core Informatics Service. As of the date this policy went into effect, we use Google Analytics and Hubspot as our analytics providers. We use remarking with Google Analytics and Demographics and Interest reporting. These services use firstparty and third party cookies and identifiers. If visitors wish to read more about Google Analytics privacy policy please visit: https://support.google.com/ analytics/topic/2919631. If visitors wish to opt out of Google Analytics reporting please visit: https://tools.google.com/dlpage/gaoptout
- Analytics Information Derived from Content. Analytics information also consists of data we collect as a result of running queries against Content across our user base for the purposes of generating Usage Data. "Usage Data" is aggregated data about a group or category of services, features or users that does not contain Personal Information. For example, we may query Content to provide services, such as equipment error reporting and threshold-based alerting. Though we may happen upon sensitive or Personal Information as we compile Usage Data from Content across user instances, this is a byproduct of our efforts to understand broader patterns and trends. In the event we do happen upon sensitive or Personal Information, we endeavor to delete it from our compilations (although we do not delete any Content). It is not a concerted effort by us to examine the Content of any particular customer.

# DOES TETRASCIENCE USE COOKIES?

TetraScience's website uses cookies to customize or improve your experience on the Site, and to improve the relevance of the advertisements you receive. TetraScience uses persistent cookies. These cookies stay in your browser and allow us to recognize you when you return to the Site. TetraScience uses these cookies to better understand how you use our website, to provide you with more relevant advertisements, to diagnose and fix technical problems, and to otherwise enhance our services. You can instruct your browser, by changing its options, to stop accepting cookies or to prompt you before accepting a cookie from websites you visit. If you do not accept cookies, however, you may not be able to use all aspects of the Site or our products and services.

#### DOES TETRASCIENCE COLLECT INFORMATION FROM OTHER SOURCES?

Like many websites, the Site uses select advertising partners to "retarget" advertisements. Retargeting occurs when a select advertising partner places a persistent cookie on your computer or mobile device to track your activities across other websites, and to improve the relevance of the advertisements you receive across the websites you visit.

Also, when you visit our website, TetraScience automatically collects the name of the website you came from (called the "referring page"), and the name of the website you visited immediately after ours (called the "exit page"). This information is used exclusively to improve your experience on TetraScience's website, and to increase the relevance of the advertisements you receive.

Because TetraScience use persistent cookies, your selection of the "Do Not Track" option on your browser may not stop the cookies we use from collecting information about other websites you have visited. However, it may be possible to prevent our advertising partners from tracking your activities by adjusting the settings in your browser so it rejects cookies or so it is set to "Do Not Track." Please remember, TetraScience has no means of confirming or controlling whether its advertising partners honor the "Do Not Track" browser settings.

#### WHAT DOES TETRASCIENCE DO WITH THE INFORMATION IT COLLECTS?

TetraScience doesn't sell or rent the Personal Information you share with us through the Site to third-parties. We do use information as follows:

- to maintain and operate the Site;
- to provide and promote our products and services and allow you to access, upload and use Content;
- to communicate with you, including, without limitation, responding to your questions, and requests; providing customer service and support; providing you with information about services, products and other information;
- to monitor and analyze the usage of the Site and services in order to improve, market and advertise our products and services;
- to maintain the security of the Site and to prevent unauthorized or illegal activities;
- for other purposes that we have notified you about.

### DOES TETRASCIENCE SHARE INFORMATION WITH OTHERS?

 <u>Account Administrator</u>: The administrator of your account will have access to all of your account information and may have control over your account, including, but not limited to, how your account may be accessed, used and closed.

- Analytics and Aggregated Information: As described above, we allow our analytics providers to collect information. Our analytics providers may collect information about your activities over time and across different online services. We may also share aggregated information that does not directly identify you with third parties, including, but not limited to, advertising partners and analytics providers.
- Legal and law enforcement requests; Protection: We may disclose your Personal Information, Site Visit Information and Content to a third party if: (a) we believe that disclosure is reasonably necessary to comply with any applicable law, regulation, legal process or governmental request, (b) to enforce our agreements, policies and terms of service, (c) to protect the security or integrity of the Site and our products and services, (d) to protect ourselves, our customers or the public from harm or illegal activities, or (e) to respond to an emergency which we believe in the good faith requires us to disclose information to assist in preventing the death or serious bodily injury of any person.

### HOW DOES TETRASCIENCE PROTECT THE INFORMATION I SHARE WITH IT?

TetraScience takes the security of your Personal Information and Content very seriously. TetraScience uses commercially reasonable administrative, physical, and technical safeguards to keep the information you share with us secure. Despite these safeguards and our reasonable efforts to secure your information, TetraScience cannot promise or guarantee that hackers, cybercriminals, or other unauthorized third-parties won't be able to defeat our security, and improperly collect, access, steal, or modify your Personal Information or Content.

### CAN I ACCESS MY PERSONAL INFORMATION?

You can confirm, change or update the Personal Information you share with TetraScience by logging into your account or you can also ask TetraScience for help with changing or updating your information by contacting us at <a href="help@tetrascience.com">help@tetrascience.com</a>.

# CAN I CHOOSE TO STOP RECEIVING TETRASCIENCE MESSAGES?

TetraScience may send you marketing messages, including marketing sent to you by email, about our innovative products, and to alert you to relevant advertisements and opportunities. You can always choose to stop receiving marketing messages by clicking the "unsubscribe" link at the bottom of a TetraScience marketing message.

You are not able to opt-out of receiving emails from us that are business related (for instance emails about the status of your account).

### CAN CHILDREN USE TETRASCIENCE'S WEBSITE?

Our website, and our products and services are not directed at children under 18, and we do not knowingly collect Personal Information from children under 18. TetraScience does not permit children under the age of 18 to register on its website, to create accounts, or to pre-order or order goods and services through the website. If you are the parent or guardian of a child under 18, and you believe he or she has shared Personal Information with TetraScience, please contact us at info@tetrascience.com and ask that the information been removed from TetraScience's systems.

#### WHAT IF I FOLLOW A LINK TO A THIRD-PARTY WEBSITE?

TetraScience's website may contain links to third-party websites. We do not have control over the privacy policies of advertisers or other third-parties operating these websites. An advertiser or third-party may receive the information you enter into a form or survey contained in an advertisement. Any information you enter is provided directly to that third-party and is subject to that third-party's privacy policy.

### WHAT IF I LIVE OUTSIDE THE U.S.?

The Site is hosted in the United States, and it is intended for use by customers within the U.S. If you are visiting our site from outside the United States, the laws governing TetraScience's website, and its use and collection of information, may differ from the privacy and information sharing laws of your country. If you decide to continue using the site, or you decide to share information with TetraScience via this website, you are expressly consenting to the transfer of your information, including Personal Information, to the United States to any transfer and processing of that information in accordance with this Policy.

## **HOW DO I CONTACT TETRASCIENCE?**

For questions about this privacy policy, or about TetraScience's privacy and information security practices generally, you can contact TetraScience at info@tetrascience.com or TetraScience, Inc.

Attn: Privacy 41B Oak St Somerville, MA 02143

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