



Edocx Privacy Policy

1. Policy Statement

In the delivery of the Edocx Services or through the running of Edocx Application some information and User Data may be stored, accessed or collected.

Our Privacy Policy sets out the policies and procedures for the collecting, using, and disclosing of any User Data.

The access by a User to the Edocx Services implies consent and permission for the collection, transfer, processing, storage, disclosure and use of User Data but only under the terms of this Privacy Policy.

"User Data" means the information about or relating to any User, information relating to the use of the Edocx Services by a User, the content of all documents and media in any form or format, all information, data, code, files or folders that may be accessed, stored, sent, received, edited, synchronised, shared, or in any way managed by or through the Edocx Services however accessed and may include:

User Data may only be used to:

- provide and improve the Edocx Services and Edocx Application,
- administer the User's use of the Edocx Service,
- develop and enhance User experience,
- be able to analyse the use and User requirements of the Edocx Services,
- deliver Edocx Application updates and enhancement, and,
- announce additional services or products.

All communications will provide an "unsubscribe" option to any User if they do not want to receive further similar contact.

2. Personal Information

Personal information has to be provided when a User opens an account – name, phone number, credit card or other billing information, email address and home and business postal addresses.

A User may also provide access to their social networking service account if they access Edocx by a referral/contact through that medium, provide us access to third party services (e.g. an email account) or their contacts' email addresses when sharing folders or files with them. We may also receive Personal Information through other Edocx Users in the normal course of use by them of Edocx Services.

3. Files

In using Edocx Services a User uploads, downloads, or accesses multiple files containing documents and other media. If a file which has been previously uploaded is to be stored by another Edocx user, Edocx may elect not to store a duplicate and instead associate that file (or any part of it) with the User account.



4. Log Data

When using the Service, we automatically record information from the User's Device, its software, and User activity using the Services. This may include the Device's Internet Protocol ("IP") address, browser type, the web page visited before our website, information searched for on our website, locale preferences, identification numbers associated with User Devices, mobile carrier, date and time stamps associated with transactions, system configuration information, metadata concerning files, and other interactions with the Service.

5. Cookies

We may also use "cookies" to collect information and improve our Services and improve User functionality. A cookie is a small data file which we transfer to User Devices. We may use "persistent cookies" to save registration ID and login password for future logins to the Service. We may use "session ID cookies" to enable certain features of the Service, to understand User interaction with the Service and to monitor aggregate usage and web traffic routing on the Service. Users can instruct their browser by changing their options to stop accepting cookies or to prompt the User before accepting a cookie from the websites visited. If Users do not accept cookies, however, they may not be able to use all aspects of the Service or have some User functionality restricted.

6. Geo-Location Information

While some devices allow applications to access real-time location-based information the Edocx mobile (and web) apps will not collect this information.

7. Photos and Videos

Edocx will not access, view or use in any way any images or any recorded information which may be contained in any photos or videos stored through the Edocx Services.

8. Analytics

We also collect some information (ourselves or using third party services) using logging and cookies, such as IP address, which can sometimes be correlated with Personal Information. We use this information to monitor and analyse use of the Service, for the Service's technical administration, to increase our Service's functionality and user-friendliness, and to verify that Users have the authorization needed for the Service to process their requests. As of the date of publication of this policy, we use Google Analytics.

To learn more about the privacy policy of Google Analytics, go to:

- <http://www.google.com/analytics/learn/privacy.html>

To learn how to opt out of that service, go to:

- <https://tools.google.com/dlpage/gaoptout?hl=en>



Breach of Privacy

If Edocx becomes aware of any disclosure, accidental or otherwise, of User Data (Data Breach) during or due to the collection, transfer, processing, storage, disclosure and use of User Data by Edocx, it will, within 7 days (or earlier if reasonably possible), advise the affected User or Users of such Data Breach, the known extent of such breach and the actions taken by Edocx to protect User Data as a result of such breach.

While Edocx may take reasonable steps, including encryption both in delivery and at rest, to protect the safety of User Data, Edocx will not be liable in any way for any damages, direct or indirect, arising or in any way related or attributable to Data Breach.

By using the Edocx application the User waives any rights against Edocx in respect, or arising out of, any Data Breach.

Disclosure of Information

Edocx may disclose any User Data including files stored by an Edocx Service if there is a reasonable belief that disclosure is necessary to comply with a law, regulation or compulsory legal request in order to:

1. protect the safety of any person from death or serious bodily injury;
2. prevent fraud or abuse of an Edocx service or an Edocx User; or
3. protect Edocx's property rights.

In the event that Edocx discloses any information as above it will take reasonable steps, but is not in any way obliged or bound, to provide notice of its intention to disclose such information to enable the User to consider what (if any) action they wish to take in relation to such intended disclosure.

v1.0

For more information, contact us at:

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