

# Privacy Policy

Thank you for visiting our Privacy Policy. This Private Policy may be somewhat lengthy but it will assist you in making informed decisions about your relationship with us. So get comfortable as it is in your best interest to read this carefully.

Lets get started...

## 1. INTRODUCTION

To provide you with the our Services (the "Services", as defined in the Terms of Services Agreement), Comit Pty Ltd ("Comit", "we", "us", "our") is required to collect some information about you ("you", "your"), and this Privacy Policy is where we will describe what information we will be collecting, what we will be doing with it, and how you are able to manage and control the use of your information. By using or interacting with our Services, you acknowledge that you are entering into a binding contract with us and consenting to the use of your information as stated in this Privacy Policy. If you disagree with any of the terms in the Privacy Policy, then please do not use our Services.

Comit takes your privacy seriously. We will not sell, lease, or exchange your personal data to, or otherwise share your personal data with, third parties in ways other than described in this Privacy Policy. If some capitalised terms in this Privacy Policy are not otherwise defined, those terms in this Private Policy will have to same meaning as in the Terms of Services Agreement.

## 2. THE INFORMATION WE COLLECT

### Registration

During the use of our Services, we may collect email addresses, your first and last name, password, date of birth, gender, telephone number, postal code, country and images from you. Any other information that you might add to your account or profile voluntarily may also be collected.

### Payment Data

If you use one of our Services that requires payment, or make other purchases through the Service, your credit card information and other financial data that we need to process your payment may be collected and stored by third party payment processors. Comit may collect the following personally identifiable information from you: credit card number, credit card expiration date, verification code, telephone number, postal code and details of your transaction history. This information is used to verify credit card authenticity, and process payments as per your Services agreement. The third party payment processors may provide us with some limited information related to you.

If you pay by invoice, we may need to collect and transfer further information from you such as your name, date of birth, postal address. We may send this information to a invoicing service provider that may perform credit checks and send you invoices.

Upon discontinuation of our Services, your credit card information will be destroyed on our billing system. If we are unable to process your subscription for a given month, this information, along with your account information, may be used to contact you.

Please be aware that the use of your data by any third party provider is subject to their privacy policy.

### Logs Files

We gather certain information automatically and store it in log files. This information can include such things as but may not be limited to the following:

- (i) Internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, operating system, date/time stamp, and clickstream data, Third Party Service provider applications and advertising, products and services which are offered, linked to or made available on the Services;
- (ii) The details of the queries you make;
- (iii) User Content you post, upload and/or contribute to the Service;

- (iv) Technical data, which may include the URL you are coming from, your IP address, unique device ID, network and computer performance, browser type, language and identifying information, transactional information enabling digital rights management, operating system, and our Services version;
- (v) Information to identify users who are using our Services for spam or other activity we deem is against our Terms of Service;
- (vi) Location information;

This information will not identify individual users. We use this information, to analyse trends, administer Services, to track users' movements around our Services and to gather demographic information about our user base as a whole. We do not link this automatically collected data to personally identifiable information.

You may integrate our Services with Third Party Services. If you do, we may receive, use and share the categories of information described above, including information made publicly available on or through your account of such Third Party Services, in accordance with this Privacy Policy.

### **Comments and User Content Posted to the Website**

If you post or provide any Comments or User Content on our Services, you should be aware that any personally identifiable information you choose to provide there may be read, collected, or used by other users of our Services, as well as other third parties. We are not responsible for the information you choose to provide whilst using our Services. We cannot guarantee copies have not been made by other users of our Services and/or will not use such information during or outside of our Services.

### **Social Media**

You may during the use of our Services, use various social media sites that may include, but not limited to, Twitter, Facebook, Google+, Instagram, Dropbox, Tumblr, foursquare, Flickr, YouTube and Vimeo. Your interactions with these services, and the information you provide in connection with these interactions may be publicly viewable whilst using or outside of our Services. Please be aware that each social media site has its own privacy policies. We are not responsible for the information you provide while using these services.

### **Sweepstakes, Contests and Surveys**

From time to time, Comit may offer you the chance to partake in sweepstakes, contests, and surveys ("Promotions") through our Services. At times a Promotion may be governed by a privacy policy and/or terms and conditions that are separate from this Privacy Policy and the Terms of Service. If the conditions of the Promotion's privacy policy or terms of service conflict with this Privacy Policy or Terms of Service, those separate terms of service or privacy policy shall prevail. If you enter into a Promotion, we may request from you certain personal information in addition to what is stated in this Privacy Policy. That additional information may be combined with other account information and may be used and shared as described in this Privacy Policy.

## **3. HOW WE USE THE INFORMATION WE COLLECT**

Comit collects the aforementioned personally identifiable information in order to provide you with Services that allows you to maintain an online presence and use our Services correctly. Various features in our Services may, display your name, and/or adjust the date and time of events based on your locale. Situations where information will be published onto our Services will be made clear in various areas while using our Services.

We may also use the information we collect, including your personal information, to perform the following:

- (i) provide, personalise, and improve your experience with our Services and products and services made available through our Services;
- (ii) Ensure technical functioning of our Services and products and services made available through our Services, develop new products and services, and analyse your use of our Services, including but may not be limited to your interaction with applications, advertising, products and services that are made available, linked to or offered in our Services;
- (iii) Communicate with you for Service-related purposes, including promotional e-mails or messages;

- (iv) Enable and promote our Services, including features and content of our Services and products and services made available through our Services, such as sharing, user interactions, notifications and suggestions, and integration with Third Party Services;
- (v) Enforce this Privacy Policy, the Terms of Service and any of agreements and/or terms of services, including to protect the rights, property or safety of Comit, users or any other person and the copyright-protected content of our Services;
- (vi) As otherwise stated in this Privacy Policy.

We may also use information collected through our Services to send out notifications regarding Services related issues. This may include but may not be limited to maintenance periods, billing problems, account expirations, and other issues that may impact our Services. We will not send contact information unless the matter is deemed urgent. We have the sole discretion in determining if the matter is deemed urgent. The majority of your communication will happen within our Services assuming you are using a Service that incorporates this feature. We may also use and disclose your information to our Third Party Service providers in order to send you messages regarding new services or other products from Comit.

The information collected through our service logs is used only to identify potential cases of abuse and establish statistical information regarding our Services. This statistical information is not otherwise aggregated in such a way that would identify any particular user of the system.

We may use your public information to promote our Services. We may also use your public information to assist other users to find and follow you through Third Party Services.

Your information may also be used to inform others, including on our Services, via such things as email and through Third Party Services, that you are using our Services, about activity related to our Services and/or which we think otherwise may be of interest to them. We also may inform you about such activity of other users.

Comit is the sole owner of the information collected by us from our Services. We will not share, lease or give your information to any third parties in any other ways other than disclosed in this Privacy Policy and our Terms of Services.

#### **4. SHARING WITH THIRD PARTY SERVICES**

Comit may allow you to share content using our Services, to Third Party Services using share functionality in the Services. To share content to a Third Party Service, you may be prompted to enter your access credentials for that Third Party Service. We may store your username and an access token or similar credentials obtained from the Third Party Service, so that you are able to share content, to that Third Party Service, without entering your access credentials again.

You agree that Third Party Services use of information they collect from you is governed by their privacy policies, and our use of such information is governed by this Privacy Policy.

##### **Additional Sharing**

We may also share your information to third parties for these limited purposes:

- (i) to allow a merger, acquisition, or sale of all or a portion of our assets;
- (ii) to respond to legal process (e.g. a court order or subpoena), if we believe in good faith that it is necessary to do so; to comply with requirements of mandatory applicable law; to protect the safety of any person and/or entity; to protect the rights and property of Comit, including but not limited to enforcing the Terms of Service or other agreements; and to address fraud, security or technical issues;
- (iii) to inform business partners about use of our Services and products and services made available through our Services, in the form of aggregated statistics or otherwise in a format which does not reveal your identity; and
- (iv) if you expressly opt in to other such sharing.
- (v) any other ways that are disclosed in this Privacy Policy and our Terms of Services.

You agree that the privacy policies of third parties will govern all use of information that we provide to them under this section.

## **5. INFORMATION SECURITY**

Comit stores all your information in secure database that is protected via a variety of industry-standard access controls. Secure passwords, SSL and TSL encryption, disk-based encryption, firewalls, and other measures are in place to assist us in protecting your data.

We are committed to protecting our users' information. Your password protects your account, therefore, we suggest the you perform the following:

- (i) use a unique and strong password;
- (ii) limit access to your mobile devices, computers and browsers;
- (iii) sign off after having used our Services.

Please be aware that while we take reasonable data protection precautions, no security measures are completely secure, and we do not guarantee the security of user information at any time.

## **6. ACCESS TO PERSONALLY IDENTIFIABLE INFORMATION**

### **Changing Information**

Assuming you are using our Services that incorporates the feature, all information that we have related to your account, including any subscription billing information, is accessible through our Services provided by Comit. You may use these Services to amend, update or delete information at any time. Please ensure that you keep this information up to date so that we may ensure our Services with you operate efficiently.

If you are not using any Services that incorporates the feature of account changes and/or updates you may contact us on [hello@guardmylease.com](mailto:hello@guardmylease.com).

### **Removing Information**

If you wish to submit your account for deactivation, cancel or terminate any agreements with us, your personal information will be removed from our systems as per this Privacy Policy and our Terms of Services.

### **Data Retention**

We will retain your information for as long as your account is active and/or as required to provide you with our Services. Your information will be retained as necessary so that we can comply with our legal obligations, resolve disputes, and enforce any agreements and as per this Privacy Policy and our Terms of Services.

## **7. COMIT COMMUNICATIONS**

### **Service-related Announcements**

We may send you service-related announcements on occasions when we deem it is necessary to do so. Whilst using our Services, you may not opt-out of these communications. These communications are not promotional in nature.

### **Other Messages**

Upon your authorisation, we may send you notifications and/or messages ("Communications") in regards to new features or Services that we may offer. You can decide to opt-out of these Communications at any time by clicking the link at the bottom of the Communications. You can also change your preference in regards to these Communications by changing your preferences in your profile, assuming you are using our Services that incorporates the feature, as further described below.

Upon your account being deactivated, you will not receive any further communication from us.

## **Customer Service**

If you provide us with a customer support request, we may use your information including your email address to contact you regarding your inquiry.

## **8. INFORMATION SHARING AND DISCLOSURE**

### **Aggregate Information (non-personally identifiable)**

We may share aggregated demographic information about our user base with our marketing partners or if we wish to market our Services to a user. This information does not identify individual users. This information contains statistics related to traffic and the geographic location of our users. We also may share aggregated user information with third parties who may assist us in analysing our user base to improve our Services.

Other than as described in this Private Policy, we will not link aggregate user data with personal identifiable information.

### **Personal Identifiable Information**

We may employ Third Party Service providers to perform functions on our behalf. This may include but may not be limited to credit card processing, email Third Party Service providers, analysing of data and customer service. We may provide these Third Party Service providers access to personal information that they require to perform such functions on our behalf and therefore you agree that they are authorised to use your personal information only as necessary to provide these services to us.

In the event of a business transfer or sale by Comit, it is general practice that customer information is one of the transferred business assets. This information will remain subject to the commitments made in our pre-existing Privacy Policy unless, you consent otherwise.

We may provide account and other personal information when we deem it is appropriate to comply with the law, enforce or apply our Terms of Service, or protect the rights, property, or safety of our users, or others. This may include exchanging information with other companies and organisations for fraud protection and credit risk reduction.

We take precautions to help ensure Third Party Service providers from attempting to identify you by using the information we provide to them or by collecting additional information without your consent.

Please be aware that if you:

- (i) Provide Third Party Services additional information, such as by visiting a Third Party Services application that enables collection of your IP address, or allowing us to share precise geographic data which Third Party Services request from us;
- (ii) Consent to collection of additional information about you by Third Party Services when you for example register with or log in to a Third Party Services application,

Third Party Services may be able to identify you and associate the information previously supplied by us with you. You agree and understand that Third Party Services privacy policy governs its use of your information that we provide to it or that it collects from you.

## **9. COOKIES**

A cookie is a small text file that is placed on your computer, mobile phone, or other device when you visit a website. The cookie can assist website providers to recognise your device the next time you visit their website. Other similar technologies such as pixel tags, web bugs, web storage and other similar files and technologies can also do the same thing as cookies. We use the term "cookies" in this policy to refer to cookies and all such similar technologies that may collect information in this way.

### **How we use Cookies**

We may use cookies to perform the following:

- (i) Simulate a continuous connection. Cookies let us save information about such things as your preferences and

passwords. This allows you to move within our Services without having to provide login details constantly.

- (ii) To analyse how our Services are accessed, used or are performing. We may use this information to maintain, operate and continually improve our Services.
- (iii) We may collect information from our email newsletters. This will assist us in learning if you opened or forwarded the newsletter or clicked on any of the content. This will help inform us about our newsletters' usefulness and help ensure we are providing information that you find interesting.
- (iv) We may use cookies to provide you with advertisements that may be relevant to you and your interests. The information may also be applied to regulate the advertisements you receive and measure their usefulness.
- (v) We may allow our Third Party Services to use cookies on our Services for the same purposes identified above.

Please note that if you choose to block cookies, this may impair or prevent our Services functioning correctly.

## **10. TESTIMONIALS**

We may display personal testimonials of satisfied customers on our site in addition to other endorsements. With your consent we may post your testimonial along with your name. If you wish to update or delete your testimonial, you can contact us at [hello@guardmylease.com](mailto:hello@guardmylease.com).

## **11. LINKS**

Our Services may contain links to other sites that are not owned or controlled by us. For example, you or another user has placed a link to another entity onto our Services. We may also display advertisements from third parties and other content that links to third party websites. We cannot control or be held responsible for third parties' privacy practices and content. Please read their privacy policies to find out how they collect and process your personal information.

This Privacy Policy applies only to information collected by our Services.

## **12. LEGAL DISCLAIMER**

We reserve the right to disclose your personally identifiable information as required by law and when we believe that disclosure is necessary for such things as but may not be limited to, protecting our rights and/or to comply with a judicial proceeding, court order and/or legal process served on us, our subsidiaries, affiliates, employees or agents.

## **13. CHILDREN**

Our Services are not directed to children under the age of 13, and we do not knowingly collect personal information from children under 13. If you are under 13 years of age, do not use our Services and do not provide any personal information to us. If we discover that a child under 13 has provided us with personal information, we will delete it.

## **14. ACCESSING AND UPDATING USER INFORMATION**

You can access and amend some of the information we keep about you via our Services that provide this function. If you wish to obtain further information in regards to the information we store about you, please email us at [hello@guardmylease.com](mailto:hello@guardmylease.com). We will respond within a reasonable period of time upon us verifying your identity.

## **15. CONTACT US**

If you have any questions or comments about this Privacy Policy, please contact us at [hello@guardmylease.com](mailto:hello@guardmylease.com).

## **16. CHANGES IN THIS PRIVACY STATEMENT**

We may make changes to this Privacy Policy from time to time. Therefore, please ensure that you review it often. If we make changes that we believe are material, we may notify you of those changes here. If applicable, we may also inform you of changes that we believe are material via our Services. Your continued use of our Services constitutes acceptance of the changes.

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