

Compliance Sync Incorporated Privacy Policy

This notice discloses the privacy policy for <https://www.compliancesync.com/>

This Notice Applies to:

- Business and personal information collected through the website;
- How information is used and with whom it may be shared;
- What choices are available to you regarding the use of your data;
- Security in place to protect access, storage and use of your information;
- How you may edit, update or remove information;
- How to manage communication and notices from our service.

Collection, Use, and Sharing of Information:

- Compliance Sync Incorporated is the sole owner of the information collected on this website;
- We will not data mine, sell or rent your information to anyone;**
- We put forth best efforts to ensure that information on our website is current and accurate;
- We only collect information that you volunteer via direct entry into your online profile, email, phone or other direct contact, along with compliance standards that can be verified using resources which are readily available to the public;
- Information obtained from our website is used at the sole discretion of our members;
- Contractor member's information is limited to general knowledge about their business along with requirements to perform work for Hiring Client members;
- Compliance Sync Incorporated herein requests permission to contact insurance brokers, by email or phone, for the purpose of verifying and updating insurance coverage of our members;
- Compliance Sync Incorporated requests to be identified as a 'Certificate Holder' on insurance coverage for the sole intended purpose of receiving notice from insurance brokers in the event of any changes to policy coverage, which may include cancellation. We do not require identification as an 'Additional Insured' party;
- Records are continuously monitored for compliance status (i.e. pending, expired, verified, etc.) and may be automatically updated where applicable, wherein members may receive a notice by email or phone;
- Verified records may not be altered or deleted by any members in the interest of due diligence;
- Discretionary records may be edited, updated or deleted at the members discretion;
- Records may be maintained in our database for up to seven years on behalf of your Hiring Clients;
- In order to share information with other members you must be 'Partners;' i.e. a 'Request to Share Information' must be sent by one member and accepted by the other. Community members who are not Partners have no access to confidential members information;
- The sharing of compliance information is offered at the sole discretion of the Contractor members:**
 - Hiring Clients must receive permission from Contractors in order to access their compliance information by either sending them a "Request Information" invitation, or accepting their invitation to "Share Information";
 - Contractor members may refuse to share information with a Hiring Client member, or stop sharing, at their sole discretion, anytime;
- Contractor members may view their complete profile and compliance records when logged in to their user portal.
- Only current records are readily accessible to Partners (i.e. Hiring Clients who have permission to access their Contractors profile.) Partners may view and download current records at their discretion;
- Contractor members are not permitted access to information about other Contractor members;**
- Hiring Client members are not permitted to share Contractor member's information with thirdparties;
- Contractor members are asked to only enrol workers who may potentially go onsite for their Hiring Clients.
 - Worker information is limited to identification by name, job/trade qualifications, and health and safety training records, as may be required by individual Hiring Clients.
 - **Confidential worker information is not required.** (e.g. home address, phone numbers, email address, gender, age, etc.)
 - Confidential worker information may be deleted at the discretion of Compliance Sync Incorporated;
- Compliance standards are established at the sole discretion of individual Hiring Client members;

Compliance Sync Incorporated Privacy Policy

- Hiring Clients reserve the right to approve, or refuse, any Contractor members, or their individual workers, to perform work, or for inclusion on their Partner's List, at their sole discretion;
- Hiring Client members may search for Contractor members who have voluntarily registered in our Community in order to view *general* information, and for the purpose of potentially connecting for business opportunities and becoming 'Partners';
- Contractor information in the Community search tool is limited to:
 - Company description, work categories, service regions, industry affiliations, contact information and the status only of basic pre-qualifications (i.e. tax registration, workers compensation and liability insurance.)
 - No confidential information or records are visible in the Community search tool;
- We may contact you by email or phone to inform you about compliance related matters, unless you ask us not to;
- We will not share information with anyone outside of our organization, unless where may be required by law.

Your Access and Control Over Information:

- It is *your* responsibility to ensure that your organization's profile and records are current; this includes business, user, worker and compliance information which may affect your good standing with other community members;
- Only community members which *you* have granted explicit permission may access your information, these are your 'Partners';
- You may do the following at any time by contacting us at 1-844-400-4484 or care@compliancesync.com:
 - See what data we have about you or your organization, if any;
 - Change/correct any data we have about you or your organization;
 - Express any concern you have about our use of your data;
 - Update/deactivate your system users and/or workers;
 - Delete/deactivate your business from our community;
- You may opt out of any future contacts from us at any time.

Security Measures:

- We take precautions to protect your information by operating a secure website;
- You can verify this by looking for a 'lock' icon in the address bar and looking for "https" at the beginning of the address of the web page;
- No financial information whatsoever (i.e. credit card data) is stored on our website;
- We use third party online payment processing which adheres to the latest PCI Compliance standards to secure your financial transactions; Our merchant services partner does not retain, share, store or use personally identifiable information for any purposes beyond billing;
- We do not allow automated recurring billings and will never charge you credit card without your permission;
- We use encryption to protect sensitive information transmitted online, we also protect your information offline;
- We only authorize employees who are required to perform related tasks access to your information;
- The computers/servers in which we store personally identifiable information are kept in a secure environment;
- For more information about our SSL Certification please contact care@compliancesync.com

User Registration:

- Our online community is restricted for use as a business-to-business resource for qualified organizations and not accessible by the general public;
- Our web application is intended strictly for the purpose of maintaining and sharing qualifications and compliance information with your qualified business partners who may be enrolled as members in our community;
- All new users must complete the Pre-Registration to set up a user account and be approved by us to qualify for access to our web application. Your new user approval notice will be sent by email within 24 hours of registering;
- We reserve the right to refuse new registrants, or deactivate existing users, at our sole discretion;
- During Pre-Registration you will be asked to provide *basic* information about yourself (name, phone number, email address) and your business (company name, address, phone number) which may be used to determine your eligibility to enroll in our community which is restricted to qualified organizations;

Compliance Sync Incorporated Privacy Policy

- ❑ **New Contractor registrants** are asked to 'Get Verified' by providing *basic* compliance information and completing your enrollment to be eligible to perform work for Hiring Client members. You may complete your enrollment (Aka 'Get Verified') via the online enrollment wizard, manual intake form or over the phone. If you have received an invitation from a Hiring Client member with a link to connect you as their Partner in our community, then upon completion of your enrollment you must 'Accept' their invitation to be added to each others' PartnersList;
- ❑ **New Hiring Client registrants** will be contacted by us to review eligibility and to assist with setting standards and launching a custom due diligence program;
- ❑ *Basic* registration for Contractor members is free, which offers visibility of your services to potential Hiring Clients;
- ❑ *Basic* registration for Hiring Clients is free for qualified organizations pending approval;
- ❑ *Verified* Contractor members are asked to pay an annual premium in order to have their information verified, continuously managed, shared with their Hiring Clients and assist with compliance administration. Verification premiums are determined solely by the number of workers enrolled during the membership period. There are no limits to the number of Hiring Clients that Contractor members may share their information with, provided they qualify as members in our community.
- ❑ A schedule of verification premiums may be downloaded at the checkout. Select the premium that's right for you. If you require assistance with your membership premium, then please contact us at 1-844-400-4484, to review your concerns or to make alternative payment arrangements;
- ❑ Verified memberships are valid for a period of one (1) year from the time of verification. Verified memberships may be renewed annually or 'parked' at the Contractors discretion if no longer working for their Hiring Clients.

Conflict of Interest:

- ❑ Compliance Sync is a *voluntary* community serving its members, and not a '*pay-to-perform-work*' service;
- ❑ We are committed to operating with transparency, honesty and integrity;
- ❑ We maintain an arms length relationship with all members, affiliations and third parties;
- ❑ We are funded solely through verified members' premiums;
- ❑ We will never seek/accept/provide remuneration from/to anyone outside of our members for our services;
- ❑ The payment of premiums by our members shall not be construed as to imply compliance, or acceptability to perform work, which is at the sole discretion of their Partners.
- ❑ We do not offer opinions on any of our community members (Contractors or Hiring Clients) or affiliations;
- ❑ We reserve the right to remove/disqualify any member who is in breach of trust on matters of integrity at our sole discretion without any due consideration.

Cookies:

- ❑ We use "cookies" on this site. A cookie is a piece of data stored on a site visitor's hard drive to help us improve your access to our site and identify repeat visitors to our site. For instance, when we use a cookie to identify you, you would not have to log in a password more than once, thereby saving time while on our site;
- ❑ Cookies can also enable us to track and target the interests of our users to enhance the experience on our site;
- ❑ Usage of a cookie is in no way linked to any personally identifiable information on our site.
- ❑ Some of our community partners may use cookies on our site (for example, government websites or industry affiliations) however, we have no access to or control over these cookies.

Links:

- ❑ This website contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

Important: If you feel that we are not abiding by this Privacy Policy then you should contact us immediately:

- ❑ **Telephone: 1-844-400-4484, Ext 400**
- ❑ **Email: president@compliancesync.com**