### Terms of Use for ComplianceSync

Welcome to ComplianceSync! By using our website or services, you agree to the following terms and conditions:

#### General Use

- Your Responsibility: You are responsible for ensuring the services and information meet your needs. Use the website at your own risk; we are not liable for inaccuracies or errors.
- Ownership: The design, layout, and content on the website are owned or licensed by us. Unauthorized reproduction is prohibited.
- Links: Links to other websites are for convenience only. We are not responsible for their content.
- Unauthorized Use: Misuse of the website may lead to legal consequences.

# **Subscription Agreement**

- **Acceptance**: By clicking "I Accept," you agree to these terms. If you represent a company, you confirm you have the authority to bind the company to this agreement.
- Service Provided: We offer a browser interface, data encryption, and storage as part of the service.
- Basic Registration: A free basic registration is available with no further obligation.

## **Privacy & Security**

- Privacy Policy: Our privacy policies are available on our website and may be updated periodically.
- Communications: Service-related communications are mandatory for administrative users.

### **License & Restrictions**

- **License**: You are granted a non-transferable, non-exclusive license to use the service for internal business purposes.
- **Prohibited Actions**: You cannot resell, modify, reverse engineer, or misuse the service for competitive purposes.

# Your Responsibilities

- Account Security: Notify us immediately of unauthorized access or breaches.
- **Compliance**: Follow all applicable laws and regulations when using the service.

## **Data Ownership**

• Your Data: You own the data you submit. We are not liable for its accuracy or loss. Upon termination, you can request your data within 30 days.

# Fees & Payment

- **Subscription Fees**: Payments are non-refundable and due annually. Renewal notices are sent 30 days before expiration.
- Storage Limits: Free storage is limited to 10MB per user. Excess storage may incur fees.

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### **Termination**

- **Non-Payment**: Accounts in arrears may be suspended or terminated, and data may be deleted after 30 days.
- Breach of Terms: Unauthorized use or non-payment may result in termination.

# Liability

• **Limited Liability**: Our liability is capped at the amount paid by you in the last 12 months. We are not responsible for indirect or consequential damages.

### Warranties

• **No Guarantees**: The service is provided "as is" without warranties for reliability, accuracy, or performance.

### Miscellaneous

- Internet Delays: We are not responsible for delays or issues caused by internet problems.
- Local Laws: If using the service outside Canada, you must comply with local laws.
- Modifications: Terms may be updated, and continued use implies consent to changes.

### **Contact Information**

For questions or support:

- Email: <a href="mailto:care@compliancesync.com">care@compliancesync.com</a>
- **Phone**: 1-844-400-4484 ext. 0
- Mail: ComplianceSync Incorporated, 400 Applewood Crescent, Suite 100, Vaughan, ON L4K 0C3 Canada

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