

# PRIVACY AND SECURITY

*Effective Date: 1/4/2016*

## What Information Stampli Collects, and How It Is Used

This privacy policy applies to the collection, use and disclosure of personal information we receive from users of Stampli website and our AP invoices approvable process services offered through the website application collectively called "Website".

Account Information. When you sign up for us to provide Stampli services, our website asks you to choose a username and password and to provide various types of information, some of it relating to the corporate entity on behalf of which you will be using Stampli, some of it related to individuals. Some of the latter is personally identifiable information (PII) about:

- you, either in your personal capacity or in your role of administering a Stampli account for a corporate entity;
- your employees who will be using the website; and/or
- anyone you sign up to interact with your company on Stampli.

The provided information includes:

- Your company's:
  - name,
  - business information [number of employees, accounting system(s), etc.,
  - address, phone number; contact person
- The names, work phone numbers and work email addresses of your employees who will be using the website and services.
- Suppliers information, name, email, etc.
- Other specified information by your specific request for the automatization process
- A credit card to pay for your subscription to Stampli.

If you enroll an individual on Stampli app, we will ask that person to provide a name and email address and to choose a password. In addition, if you elect to invite a vendor to connect to the service, we will ask vendors, whom you enroll to provide the same various types of information about it and its pertinent employees as we asked you to provide to us about your company and your pertinent employees (*See* bulleted lists in the preceding paragraph.)

Stampli also asks you to provide information about how to contact you not only by email but also by telephone. We will use this information to provide you with updated information and service your account in other ways. We may also use this information to contact you about additional products or services that may be of interest to you. You will have an opportunity to "opt out" of such offers in the future, if you so choose, upon request .

When you send emails or otherwise communicate with Stampli, we may retain those communications to process your requests and inquiries and improve the quality of our website.

Information Collected Using Tracking Technologies. We use tracking technology such as cookies, scripts, and tags to keep track of who visits our website. A cookie is an element of data that a website can send to your browser, which may then store it on your system. You can set your browser to notify you when you receive a cookie, giving you the chance to decide whether

to accept it. If you do not accept cookies from Stampli, you will not be able to use our website. Usage of a cookie is in no way linked to any PII while on our website.

In addition to cookies, we collect the following information from all visitors to our website: the name of the domain through which you access the internet; the date and time you access our website; the internet address from which you linked to our website; and the individual address of the computer you used to access our website. We use this information in the aggregate to administer our website, to help diagnose and troubleshoot potential server malfunctions, and to gather broad demographic information about usage of our website.

Tracking Technologies Placed by Third Parties. The use of third party cookies, local storage (HTML 5), beacons, scripts, and tags by our partners, affiliates, tracking utility company and service providers is not covered by this privacy policy. We do not have access or control over these tracking technologies. Our partners, affiliates, tracking utility company and service providers use these tracking technologies to store and collect information in order to make it easier for you to navigate our website, to provide certain features on our website, or to display advertising based upon your web browsing activities. Various browsers may offer their own management tools for removing local storage (HTML 5).

We partner with a third party to either display advertising on our website or to manage our advertising on other sites. Our third-party partner may use technologies such as cookies to gather information about your activities on this website and other sites in order to provide you advertising based upon your browsing activities and interests. If you wish to not have this information used for the purpose of serving you interest-based ads, you may opt-out by clicking here. Please note this does not opt you out of being served ads. You will continue to receive generic ads.

Non- PII. We may also collect other information as part of the registration and personalization process (e.g., zip code and individual preferences). Certain non-identifying information would be considered a part of your PII if it were combined with other identifiers (e.g., combining your zip code with your street address) in a way that enables you to be identified. However, the same pieces of information are considered non-identifying information when they are taken alone or combined only with other non-identifying information (e.g., your viewing preferences). We may combine your PII with non-identifying information and aggregate it with information collected from other users to attempt to provide you with a better experience, to improve the quality and value of the website and to analyze and understand how the website is used.

Stampli does not share, rent, or trade PII with third parties for their promotional purposes.

## How Information May Be Shared

We will only share personal information with third parties in the ways that are described in the privacy policy, and we may share personal information as permitted by law. We may share all of the personal information we collect about you, as described above.

Service Providers. We share your PII with third parties as needed to maintain, support and operate the website, to perform website-related services, to undertake the services we are providing and to assist us in analyzing how our website is used (e.g., maintenance services, database management, payment processing, web analytics and improvement of the website's features). These third parties have access to your PII only to perform these tasks on our behalf and are obligated not to disclose or use it for any other purpose. We may provide PII to your suppliers who are party to your Stampli transaction for the purpose of providing services to you.

We may also provide PII to our business partners or other trusted entities for the purpose of providing you with information we believe will be of interest to you.

Third Parties Unaffiliated with Stampli. We may provide PII to your suppliers who are party to your Stampli transaction for the purpose of providing services to you. Additionally, Stampli may permit you to use third party services whose products can be supported through the Stampli website, such as third party data entry service or accounting software providers. Stampli will share PII and support the third parties' services on the Stampli website at your direction. When you direct Stampli to share PII with third parties, you agree that Stampli is not responsible for the third parties' use, misuse, or handling of that PII.

Compliance with Laws and Law Enforcement. Stampli cooperates with government and law enforcement officials or private parties to enforce and comply with the law. We will disclose any information about you to government or law enforcement officials or private parties as we, in our sole discretion, believe necessary or appropriate to respond to claims and legal process (including but not limited to subpoenas), to protect the property and rights of Stampli or a third party, to protect the safety of the public or any person, or to prevent or stop any illegal, unethical or legally actionable activity.

Business Transfers/Transactions. Information, including PII, that we collect from our users is considered to be a business asset. As a result, if we go out of business or enter bankruptcy or if we are acquired as a result of a transaction such as a merger, acquisition, reorganization or asset sale, your PII may be disclosed, sold or transferred to the third-party acquirer in connection with the transaction.

Aggregate Information and Non-Identifying Information. We may share aggregated information which does not include PII and we may otherwise disclose non-identifying information and log data with third parties for industry analysis, demographic profiling and other purposes. Any such aggregated information will not contain your PII.

## Links to Other Sites

The website may provide links to other sites. If you choose to visit another site by "clicking on" an external link, you will be directed to that party's site. We may track whether these links have been followed to improve the quality of the website and Stampli partnership activities. The fact that we link to another site is not an endorsement, authorization or representation of our affiliation with that third party, nor is it an endorsement of their privacy or information security policies or practices. We do not exercise control over third party sites. These other sites may place their own cookies or other files on your computer, collect data or solicit PII from you. This privacy policy addresses the use and disclosure of information that we collect from you through this website. Other sites follow different rules regarding the use or disclosure of the PII you submit to them. We encourage you to read the privacy policies or statements of the other sites you visit.

## Social Media Widgets

Our website includes social media features, such as the Facebook Like button and widgets, such as the Share this button or interactive mini-programs that run on our site. These features may collect your IP address, which page you are visiting on our site, and may set a cookie to enable the feature to function properly. Social media features and widgets are either hosted by a third party or hosted directly on our website. Your interactions with these features are governed by the privacy policy of the company providing it.

## Data Retention

We will retain and use your information in accordance with our internal retention, archiving and back-up regimens, including as necessary to comply with our legal obligations, resolve disputes and enforce our agreements.

## Modifying Your Information; Cancelling Your Account

The Stampli app enables you to update, correct, and delete/remove PII regarding you, your employees at any time on the website app. If you want to cancel our service, contact us at [service@stampli.com](mailto:service@stampli.com) at any time. This privacy policy will continue to apply if you cancel our service, or if you are no longer our customer for any reason. If you have any concerns about how Stampli stores or uses PII, please contact us at [service@stampli.com](mailto:service@stampli.com).

## International Transfers

Your information may be transferred to and maintained on computers located outside of your state, province, country or other governmental jurisdiction where the privacy laws may not be as protective as those in your jurisdiction. Your submission of such information represents your consent to that transfer.

## Protection of Children's Personal Information.

Stampli does not knowingly collect Personal Information from children.

## Changes to This Privacy Policy

If we decide to change our privacy policy, we will post those changes to this privacy policy page, the home page, and other places we deem appropriate, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it.

We reserve the right to modify this privacy statement at any time, so please review it frequently. If we make material changes to this policy, we will notify you here, by email, or by means of a notice on our home page prior to the change becoming effective.

## Stampli Data Security and Protection

Stampli is committed to protect the security and privacy of your information. We know that information regarding you and your company is extremely important and confidential. We are committed to protect your Personal Information. We have adopted commercially reasonable technical, administrative, and physical procedures to help protect your Personal Information from loss, misuse, unauthorized access, and alteration. This includes, among other things, using industry standard techniques such as firewalls, encryption, intrusion detection and Website monitoring. In addition, we use standard security protocols and mechanisms to exchange the transmission of sensitive data such as credit card details. When you enter sensitive Personal Information such as your credit card number on our Website, we encrypt it using secure socket layer (SSL) technology.

Stampli uses reasonable measures – consistent with industry standard practices – as well as some advanced security and process controls designed to ensure that the security, confidentiality,

integrity and availability of your data are protected. However, no method of transmission over the Internet or electronic storage is one hundred percent secure. Therefore we cannot guarantee its absolute security. Stampli may store and process data in the US as well as other jurisdictions where our service providers may be located.

**Passwords.** When you sign up for Stampli, you provide an email address and password to access our website. You can help protect your information by using a strong password, keeping your password secret and by changing it from time-to-time.