

# Office Timeline LLC Privacy Statement

Protecting your personal data is and always has been at the core of everything we do. This privacy statement explains what personal data we collect from you and how we use that data.

## Data We Need

Providing the services you expect requires that we collect a limited amount of personal data. We need this data to make our products work for you.

You provide your name, email address, and company name when you purchase our software. You may also optionally provide a physical address and your job title, or assign a different license manager, for which you'll fill in the name and email address. We use this information to create user accounts, activate subscriptions, purchase or renew licenses and to provide technical and sales support at your request. For example, names are used in our correspondences to update you when new releases are out or to notify you that your subscription is going to expire. Your company information is used to create invoices for billing purposes.

**The Office Timeline add-in** is a desktop plugin for PowerPoint. It does not collect, store, or process any personally identifiable information from users, nor does it collect or store any project or timeline data. For instance, if **1 purchaser** buys licenses for **50 add-in users**, Office Timeline will have only the data provided by that **1 purchaser** on the website; we will not collect personal information from all 50 users. To help improve and optimize Office Timeline, it does collect anonymous usage data in a form that does not personally identify you. This data is consolidated with other usage data and is limited to system information on how the application is set up and how the application is being used. You can opt out of submitting this data in the settings menu at any time.

**Office Timeline Online** is a web-based timeline maker. To be able to save users' timelines in the cloud, Office Timeline Online collects and stores timeline data. This data is secured and encrypted, being visible only to the user, who can fully control further access to it if they choose to share a timeline with others. The web app does

not collect, store or process any personally identifiable information that was not provided by the purchaser, license administrator or user on the website. For instance, if **1 purchaser** buys licenses for **50 web app users**, Office Timeline will have only the data provided by the purchaser during checkout. When assigning licenses to the 50 users, the license manager will fill in the email addresses of said users, which are used to create an account on the platform and send important notifications. Office Timeline Online will also collect anonymous usage data in a form that does not personally identify you. This data is consolidated with other usage data and is limited to system information on how the application is being used.

There are a few other pieces of data we need to optimize your experience and comply with regulations. For example, cookies enable us to localize your settings and save those preferences. IP addresses provide geographical information that is used to help us comply with your country's tax reporting regulations. Machine IDs are collected from customers who activate our desktop software so we can ensure licenses work correctly.

### **Secure and Protected Privacy**

Privacy is important to us, and we are committed to securing your personal data and empowering your privacy. Our data protection and privacy strategy is built on a framework made up of these fundamental customer data protection pillars.

1. **Limit data collection:** We believe that limiting the personal data we collect to the bare minimum is the very best thing we can do to protect your security and privacy. Our processes and systems have been designed to operate on a minimal amount of uniquely identifiable information, which significantly limits your privacy exposure.
2. **Guard and protect:** Personal data is kept safe at all times. Our data protection strategy has been created to guard your data throughout its entire lifecycle. Because we limit the amount of personal information collected, we are able to easily manage it at all points with the strongest encryption security methods available.
3. **Transparency and control:** We believe in giving you access to and control over your personal data, and we have built processes for updating or deleting data on demand. You can view or edit your personal data by logging into your account: <https://www.officetimeline.com/login>. You can also request a report of your personal data or request your personal data be deleted by emailing [support@officetimeline.com](mailto:support@officetimeline.com).

4. **Secure credit cards:** When you choose to make a purchase, you can rest assured your credit card information is never handled or stored on our servers, nor do we have access to it. We believe your credit card information should be carefully managed, protected and secured by an industry expert and not by us. You can initiate a credit card deletion request from inside your account or by emailing [support@officetimeline.com](mailto:support@officetimeline.com).
5. **Fair usage:** The limited personal data we collect is used in a fair, legal, reasonable way as you would reasonably expect is needed to operate the service we offer. We do not use personal data for profiling purposes, nor do we sell or trade any of the personally identifiable data we collect.
6. **Trusted vendors:**
  - **Core Technology Vendors:** We share personal data with these vendors as necessary to deliver our services. For example, our products are built using Microsoft [Azure](#)'s cloud computing platform, and our credit card processing is managed by [Stripe](#). In addition, we use [Microsoft Office](#) for email communications, and our communication engines are built on [Sendgrid](#)'s messaging platform. None of these vendors are allowed to use your personal data for any other purpose.
  - **Supporting vendors:** In addition to our Core Technology Vendors, we may use services from these technology partners. They are listed below, along with links to their privacy policies:
    - [Intercom](#) – provides you with a fast and simple channel to reach us whenever you have questions or need help;
    - [Appzi](#) – enables you to easily send us feedback and suggestions for improvement;
    - [Zendesk](#) - provides quick access to useful guides, resources and technical support;
    - [Hotjar](#), [Google Analytics](#) and [Bing Ads](#)– enable us to optimize our marketing campaigns and webpages and measure any changes we make to them;