

## Speech Plan, Inc. Privacy Policy

### Your privacy is not for sale

Speech Plan Inc. collects personal information during the **Speech Plan** registration process and in other customer communications with us by email or phone. We collect standard customer information such as your name, email address, credit card company, credit card number, expiration date, and credit card billing address.

We understand how important this information is to you. We are committed to keeping it strictly confidential. Your privacy is not for sale. We will never sell, rent, or otherwise abuse the private information you have trusted us with.

### Your speeches are safe with us

Rest assured that any speeches you create or describe in **Speech Plan** are completely secure and confidential. Our employees do not have direct access to the content of your speech, and we will not read or review your speeches. The only exception to that rule is for support issues where you expressly choose to share access to your speech.

You have the right to allow an instructor or manager to gain access to the content of any particular speech. If you select this option, those individuals assigned will have the option to make comments or modifications as needed.

### Spam

We respect your right to privacy as much as we do our own. We have a strict anti-spam policy that prohibits selling, sharing, or otherwise abusing your email address. We collect it only to serve as your login identifier and to communicate with you about changes to the service, provide you with billing receipts, notify you of new activity on your account, and so on. We may occasionally email you with news about related products that we think will be of interest. You will always have the ability to quickly and efficiently opt out of those communications if you don't want to receive them.

### Cookies

To access Speech Plan, we do require that you accept a small "cookie" file in your browser. Virtually all Web applications do these days. We do this only because the functionality of the service requires it. Any personal information stored in these cookie files will not be used for other purposes or shared with anyone else. We also use cookies to help keep track of your login information to speed up the login process, and in certain cases, we store your preferences to help tailor the **Speech Plan** service to your interests.

### How do I accept the cookies?

By continuing to browse on our website, you agree to accept our use of cookies. If you choose not to accept cookies, or your browser automatically does not accept cookies, the **Speech Plan** service will not function.

### Setting cookie preferences

You can control how cookies are placed on your device from within your own web browser. If you don't want to receive cookies, you can modify your browser setting so that it notifies you when cookies are sent to it or you can refuse cookies altogether. You can also delete cookies that have already been set. Sometimes we analyze various types of speech data that have been submitted by multiple **Speech Plan** users, and aggregate the data into reports. The reports never contain any personally identifiable

information or any information that could be associated with any **Speech Plan** user or any user's speeches.

### **How your privacy works on related sites**

Within the application, we often link to other websites for related reading and other useful information. We are not and cannot be responsible for the privacy policies of these third-party sites or how they treat information about their users. We do not provide these sites with your information. Beyond that, we encourage you to review their privacy policies to ensure they are up to your standards.

### **Data security inside our company**

Our employees are educated when they start working at Speech Plan Inc. about the measures we have in place to protect your personally identifiable information. Any time there is a change in security measures, all employees are notified of the change. We are using SSL (Secure Socket Layer) encryption for your credit card transactions, and we are authorized by VeriSign. We do share your credit card information with a third party only for verification purposes. All customer information available to internal employees is only accessible on our internal company network.

### **The obligatory legal disclaimer**

We use reasonable precautions to keep the personal information disclosed to us secure. We are not responsible for any breach of security or for any actions of any third parties that receive the information.

We may also disclose personal information when required by law or in the good-faith belief that such action is necessary in order to conform to the edicts of the law or comply with a legal process served on our company.

If you have any questions or concerns — or would like us to delete, modify, or update the information collected during our signup process — just contact us at [support@speechsage.com](mailto:support@speechsage.com)

### **What if this policy changes?**

Our privacy guidelines will not change without your knowledge. We will notify you by email of any significant updates to this policy or any notable changes to the way we collect or use personally identifiable information.

Thanks for your support and trust!