

Privacy Policy

MyWorkplaceOnline operates several websites including <http://www.myworkplaceonline.com>. It is MyWorkplace Online's policy to respect your privacy regarding any information we may collect while operating our websites.

Website Visitors

Like most website operators, MyWorkplace Online collects non-personally-identifying information of the sort that web browsers and servers typically make available, such as the browser type, language preference, referring site, and the date and time of each visitor request. MyWorkplace Online's purpose in collecting non-personally identifying information is to better understand how MyWorkplace Online's visitors use its website. From time to time, MyWorkplace Online may release non-personally-identifying information in the aggregate, e.g., by publishing a report on trends in the usage of its website.

MyWorkplace Online also collects potentially personally-identifying information like Internet Protocol (IP) addresses. MyWorkplace Online does not use such information to identify its visitors, however, and does not disclose such information, other than under the same circumstances that it uses and discloses personally-identifying information, as described below.

Gathering of Personally-Identifying Information

Certain visitors to MyWorkplace Online's websites choose to interact with MyWorkplace Online in ways that require MyWorkplace Online to gather personally-identifying information. The amount and type of information that MyWorkplace Online gathers depends on the nature of the interaction. For example, we ask visitors who request a quote at <http://www.myworkplaceonline.com> to provide contact and project details. Those who engage in transactions with MyWorkplace Online by requesting a quote, for example, are asked to provide additional information, including as necessary the personal and financial information required to process those transactions. In each case, MyWorkplace Online collects such information only insofar as is necessary or appropriate to fulfill the purpose of the visitors interaction with MyWorkplace Online. MyWorkplace Online does not disclose personally-identifying information other than as described below. And visitors can always refuse to supply personally-identifying information, with the caveat that it may prevent them from engaging in certain website-related activities.

Aggregated Statistics

MyWorkplace Online may collect statistics about the behavior of visitors to its websites. For instance, MyWorkplace Online may monitor the most popular parts of the MyWorkplace Online site. MyWorkplace Online may display this information publicly or provide it to others. However, MyWorkplace Online does not disclose personally-identifying information other than as described below.

Protection of Certain Personally-Identifying Information

MyWorkplace Online discloses potentially personally-identifying and personally-identifying information only to those of its employees, contractors and affiliated organizations that (i) need to know that information in order to process it on MyWorkplace Online's behalf or to provide services available at MyWorkplace Online's websites, and (ii) that have agreed not to disclose it to others. Some of those employees, contractors and affiliated organizations may be located outside of your home country; by using MyWorkplace Online's websites, you consent to the transfer of such information to them. MyWorkplace Online will not rent or sell potentially personally-identifying and personally-identifying information to anyone. Other than to its employees, contractors and affiliated organizations, as described above, MyWorkplace Online discloses potentially personally-identifying and personally-identifying information only when required to do so by law, or when MyWorkplace Online believes in good faith that disclosure is reasonably necessary to protect the property or rights of MyWorkplace Online, third parties or the public at large. If you are a registered user of a MyWorkplace Online website and have supplied your email address, MyWorkplace Online may occasionally send you an email to tell you about

new features, solicit your feedback, or just keep you up to date with whats going on with MyWorkplace Online and our products. We primarily use email to communicate this type of information, so we expect to keep this type of email to a minimum. If you send us a request (for example via a support email or via one of our feedback mechanisms), we reserve the right to publish it in order to help us clarify or respond to your request or to help us support other users. MyWorkplace Online takes all measures reasonably necessary to protect against the unauthorized access, use, alteration or destruction of potentially personally-identifying and personally-identifying information.

Cookies

A cookie is a string of information that a website stores on a visitor's computer, and that the visitor's browser provides to the website each time the visitor returns. MyWorkplace Online uses cookies to help MyWorkplace Online identify and track visitors, their usage of MyWorkplace Online website, and their website access preferences. MyWorkplace Online visitors who do not wish to have cookies placed on their computers should set their browsers to refuse cookies before using MyWorkplace Online's websites, with the drawback that certain features of MyWorkplace Online's websites may not function properly without the aid of cookies.

Privacy Policy Changes

Although most changes are likely to be minor, MyWorkplace Online may change its Privacy Policy from time to time, and in MyWorkplace Online's sole discretion. MyWorkplace Online encourages visitors to frequently check this page for any changes to its Privacy Policy. Your continued use of this site after any change in this Privacy Policy will constitute your acceptance of such change.