

BrokerBees.com Privacy Policy

BrokerBees, LLC (“BrokerBees,” “We,” “Us” or “Our”) will take reasonable and appropriate security measures to protect against unauthorized access to, or unauthorized alteration, or disclosure of data. These include internal reviews of our data collection, storage and processing practices.

To help protect the security and privacy of your personal information, you are responsible for taking all reasonable steps to ensure that no unauthorized person shall have access to our web-application (the “Website”) password or account, where applicable. It is your sole responsibility to:

- Control the dissemination and use of Website passwords;
- Authorize, monitor and control access to and use of your Website account and password;
- You also agree to immediately notify BrokerBees of any unauthorized use of your UserID, password and/or account, or any other breach of security by calling 312.276.5175, by email at Support@BrokerBees.com.

The answers below explain what we do to keep information about you private and secure. We want you to be better informed of how we manage the information and what kind of information we have.

What information do we collect from you?

To provide services and to help meet your needs, we collect information about you from our various applications and systems.

- We collect basic information in order to create your Member account.
- We get incidental information from your visits to the Website. Examples include average numbers of posts per user or number of uses per office. This information maybe used to generate containing statistics regarding usage of the Website, but will not contain any personally identifying information. It is also used to help us monitor the traffic volume at our Website and determine if we need to enhance our environment to support increased capacity. In addition, we can use this information to troubleshoot any issues with connectivity to our Website or usability of our Website.
- We will use your email address to send you a link to create a new account.
- You may also designate a primary email address that will be used for receiving electronic communication, if you choose to do so. To the extent that BrokerBees maintains an online message center now or in the future, such exchange of communications shall be considered an electronic communication and may be utilized by BrokerBees for providing you with comments that other Users make regarding your posts on the Website, notices pursuant to these Terms, as required by Applicable Law (as permitted) or general regarding your Account(s) with BrokerBees. BrokerBees will NEVER send you email requesting confidential information such as UserID’s or passwords and you should never respond to any email requesting such information.

How do we safeguard your personal information?

We take a number of steps to protect the security and privacy of information about you. Here are some examples:

- We keep information under electronic and procedural controls in compliance with governmental standards.
- We have corporate policies that limit employee access to confidential information, and limit the use and disclosure of such information only to authorized processes and transactions. Our employees, agents, and contractors are instructed to access information about you only when they require it to do their work for us.
- We use reasonable precautions to protect the privacy of your UserID, password and account information by utilizing a Secure Socket Layer (“SSL”) connection. Accordingly, your UserID, password and account information are encrypted using an SSL connection and are not expected to be read in an intelligible form as they travel to the Website. You, however, are ultimately responsible for protecting your UserID, password and account information from disclosure to third parties, and you are not permitted to circumvent the use of required encryption technologies. You are solely responsible for any activity that occurs with respect to your account and UserID. While we provide certain encryption technologies and use other reasonable precautions to protect your confidential information and provide suitable security, we do not and cannot guarantee or warrant that information transmitted through the Internet is secure, or that such transmissions are free from delay, error, interception or interruption.
- We require companies working for us to protect your information. They agree to use it only to provide the services we ask them to perform for us.
- Unfortunately, notwithstanding any of the steps taken by us, it is not possible to guarantee the security and integrity of data transmitted over the Internet. Consequently, while we take the above-described reasonable steps

to protect your personal information, we cannot and do not warrant the security or integrity of any information you transmit to us when registering for our Website or otherwise. All such transmission of information is at your own risk. Moreover, though we are committed to having our Website comply with this Privacy Policy, you are ultimately responsible for maintaining the secrecy of your password and your personally identifiable information. If you are careless with your password, or you decide to share your password with third parties, you must be aware of the risk that such third parties will have access to all your personally identifiable information.

Do we share your information with other companies or organizations?

- We may share information about you with other companies that work for us, but we generally will not disclose any of your personally identifiable information.
- Any information that is shared is protected under the same controls as if the information is residing in our environment.
- We do not sell or rent your personally identifiable information to anyone. If and whenever we intend to share your personally identifiable information with a third party (other than to a business partner as provided herein), you will be notified at the time of data collection or transfer, and you will have the option of not permitting the transfer.
- We are bound by policy and law to safeguard confidential information for all Users.
- We may disclose your personally identifiable information without your prior permission in special cases. For example, we may have reason to believe that disclosing the information is necessary to identify, contact or bring legal action against someone who may be violating the User Terms and Conditions (<https://brokerbees.com/terms-and-conditions-of-use>), or may be causing intentional or unintentional injury or interference to the rights or property of BrokerBees or any third party, including other customers. Also, we may disclose or access your personally identifiable information when we believe in good faith that law or regulation requires disclosure.

How would I know if my personal information was compromised?

We take great care of personal information and any situation that involves misuse or theft of confidential information is treated very seriously.

- If your information is compromised at our site you will receive a letter from us informing you of the situation and what the next steps are.
- If you think you are a victim of stolen identification resulting from the use of our services, please email us at Support@BrokerBees.com.
- For more information on protecting yourself against identify theft and fraud, please go to <http://ftc.gov/IDtheft>.

Do we use Cookies?

Cookies enable us to customize and personalize your experience on our Website. Essentially, a cookie is a small amount of data that is sent to your browser from a web server and is stored on your computer's hard drive. We use cookies for several purposes in connection with the operation of our Website.

- We may use cookies to identify you and access your information stored on our computers in order to deliver you a better and more personalized experience. Specifically, the Website uses a single cookie to preserve your authenticated session. The cookie data is stored in an encrypted format and can only be decrypted by the Website. The Website will automatically destroy the cookie if it detects that the cookie has been tampered with or altered.

What happens to the security and privacy of my personal information if I follow links to third-party site?

We do not have authority over third-party sites, each of which maintains independent privacy and data collection policies and procedures.

- We do not warrant or represent that the information submitted to these other sites will be protected against, loss, misuse, or alteration by third parties.
- We assume no responsibility or liability for these independent methods or actions and are not responsible for the independent policies or procedures of destination site.
- We cannot and do not assume responsibility or liability for any information you submit to other sites or for third parties' use or misuse of information transmitted to them.

These destination links are provided only for your convenience and, as such, you access them at your own risk. However, we wish to assure the integrity of its site and its destination links, so any comments pertaining to our site or any site accessed through our site links are greatly appreciated.

If you have any questions or comments about this Privacy Policy or the practices of our Website, please feel free to e-mail us at Support@BrokerBees.com or visit our contact page.