

#### PRIVACY POLICY

## SECTION 1 - WHAT DO WE DO WITH YOUR INFORMATION?

When you register to become a service provider for Narrative, we provide you with a login id and ask for personal information such as name, phone number, organization and email address.

When you order an assessment or complete an assessment, as part of the process, we collect the personal information you give us such as your name and email address.

When you browse our dashboard, we also automatically receive your computer's internet protocol (IP) address in order to provide us with information that helps us learn about your browser, although this information is not stored nor used for tracking.

We may use data and information about you that has been "de-identified" (data from which your name or any personally identifying information has been removed, or the data has been combined with other people's data in such a way that it is no longer associated with you) for any purpose — it is no longer Personal Information.

# **SECTION 2 - CONSENT**

How do you get my consent?

When you provide us with personal information to register, place an order, or complete an assessment, we imply that you consent to our collecting it and using it for that specific reason only.

How do I withdraw my consent?

If after you opt-in, you change your mind, you may withdraw your consent for us to contact you, for the continued collection, use or disclosure of your information, at any time, by contacting us at info@aboutnarrative.com or mailing us at: Narrative 1244 East Blvd, Charlotte, NC, 28203, United States

## **SECTION 3 - DISCLOSURE**

We may disclose your personal information if we are required by law to do so or if you violate our Terms of Service.

We do not release your Identifiable Personal Information to anyone other than you and the purchaser of the Services without asking for and receiving your explicit consent to do so, unless as required by law.

If someone, including a parent or institutional purchaser, has purchased the Services for you and you accept the Service, we share status updates with them to indicate your progress, and make data available to them including your assessment results and other data you provide to or receive from our Services.

#### SECTION 4 - NARRATIVE TECHNOLOGY

Our dashboard is hosted on servers from Red Wolf Technologies, LLC. They provide us with the platform that allows us to provide our products and services to you.

Your data is stored through Red Wolf Technologies' data storage, databases and the general Narrative application. They store your data on a secure server behind a firewall.

### SECTION 5 - THIRD-PARTY SERVICES

In general, the third-party providers used by us will only collect, use and disclose your information to the extent necessary to allow them to perform the services they provide to us.

However, third-party service providers, have their own privacy policies in respect to the information we are required to provide to them for your purchase-related transactions.

For these providers, we recommend that you read their privacy policies, so you can understand the manner in which your personal information will be handled by these providers.

In particular, remember that certain providers may be located in or have facilities that are located in a different jurisdiction than either you or us. So, if you elect to proceed with a transaction that involves the services of a third-party service provider, then your information may become subject to the laws of the jurisdiction(s) in which that service provider or its facilities are located.

Jotform is the only third-party service provider that we use besides Red Wolf Technologies, LLC. Jotform is committed to be fully GDPR complaint by the May 25,2018 deadline.

#### SECTION 6 - SECURITY

To protect your personal information, we take reasonable precautions and follow industry best practices to make sure it is not inappropriately lost, misused, accessed, disclosed, altered or destroyed.

## **COOKIES**

Here is a list of cookies that we use that are internal to our systems. There are no tracking cookies used.

\_session\_id, unique token, sessional, allows Narrative to store information about your session (referrer, landing page, etc).

### SECTION 7 - AGE OF CONSENT

By using this site, you represent that you are at least 18 years of age or that your parent or legal guardian has given us their consent to allow you to use this site.

#### SECTION 8 - CHANGES TO THIS PRIVACY POLICY

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

If our company is acquired or merged with another company, your information may be transferred to the new owners so that we may continue to serve you.

# ACCOUNT CLOSURE, QUESTIONS AND CONTACT INFORMATION

At your written request, we will remove Identifiable Personal Information from your account. If you no longer wish to receive our Services, you may close your account by sending a request to <a href="mailto:info@aboutnarrative.com">info@aboutnarrative.com</a>. When closing an account, we remove all Identifiable Personal Information from your account (or profile) within thirty (30) days of our receipt of your request. We may continue to use de-identified Personal Information after you close your account for any lawful purpose.

If you would like to: access, correct, amend or delete any personal information we have about you, register a complaint, or simply want more information, contact our Privacy Compliance Officer at info@aboutnarrative.com or by mail at:

Narrative Re: Privacy Compliance Officer 1244 East Blvd Charlotte, NC, 28203 United States