



## **PRIVACY POLICY**

This document describes the types of personal information that is collected and recorded by Virtual Works Costa Rica Sociedad Anonima through the Nezko Sales App and how we use it. This privacy policy applies to the Nezko Sales App, on its online and offline versions.

### **PERSONAL INFORMATION**

Virtual Works Costa Rica Sociedad Anonima collects information from you when you are added as a user for the Nezko Sales App service, by a designated team manager specified on the agreement when the service is acquired by your company.

### **HOW WE USE COLLECTED INFORMATION**

The information Virtual Works Costa Rica Sociedad Anonima collects from its users is used for the following purposes:

- **To personalize user experience**  
We use your information in the aggregate to provide access to our services, so that you can manage your Nezko Sales App data on a custom and secured way.
- **To send periodic emails**  
We may use the email address to send information and updates to our users pertaining to their service. It may also be used to respond to their inquiries, questions, and/or other requests. If at any time the user would like to unsubscribe from receiving future emails, we include unsubscribe instructions at the bottom of each email or the user may contact us at any time.

### **HOW WE PROTECT YOUR INFORMATION**

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information, username, password information and data stored on our website.

Sensitive and private data exchange between the Nezko Sales App and its users happens over a SSL secured communication channel and is encrypted and protected with digital signatures.

### **SHARING YOUR PERSONAL INFORMATION**

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating our app,

conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

### **THIRD PARTY LINKS**

Occasionally, at our discretion, we may include or offer third party products or services on our app. These third party sites have separate and independent privacy policies. We therefore have no responsibility or liability for the content and activities of these linked sites. Nonetheless, we seek to protect the integrity of our site and welcome any feedback about these sites.

### **WEB BROWSER COOKIES**

Our app may make limited use of cookies to enhance the user experience. User's web browser places cookies on their hard drive for record-keeping purposes and sometimes to track information about them. The users may choose to set their web browser to refuse cookies, or to alert you when cookies are being sent. If they do so, note that some parts of the app may not function properly.

### **LOG FILES**

Like many other apps, the Nezko Sales App makes use of log files. These files merely logs visitors to the site - usually a standard procedure for hosting companies and a part of hosting services's analytics. The information inside the log files includes internet protocol (IP) addresses, browser type, Internet Service Provider (ISP), date/time stamp, referring/exit pages, and possibly the number of clicks. This information is used to analyze trends, administer the service, track user's movement on the app, and gather demographic information.

### **CHANGES TO THIS PRIVACY POLICY**

Virtual Works Costa Rica Sociedad Anonima has the discretion to update this privacy policy at any time. When we do, we will revise the updated date at the bottom of this document. We encourage users to frequently check this document for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this privacy policy periodically and become aware of modifications.

This Privacy Policy was last updated on October 13th, 2014.