

Privacy Policy

1. Why is my information needed?

InvoiceAgenda is web based; because of this they may require the use of first and last names, billing contact information, and a Google Apps account as a login. Therefore, at a minimum, we may require such necessary information in order to establish your account with us.

2. What information does InvoiceAgenda gather/track and how is it used?

PERSONAL INFORMATION: We collect personal information from users including (at minimum) first and last names, and a Google Apps email address to be used as a login. When a user registers online for a trial version of our products, InvoiceAgenda will take steps to verify the email address supplied to us to ensure it is accurate. Upgrading to the full version of our products requires InvoiceAgenda to collect billing and payment information via one of our payment processing partners such as Paypal or other similar applications. Your email address may be used to send you periodic product newsletters, offers and usage tips from InvoiceAgenda. You can opt out of promotional emails at any time, but will still receive communications such as receipts, confirmation emails and customer service updates that are considered necessary to provide the service to you. We use the information collected to deliver services, update our records, communicate with you about products and services, and generally maintain your accounts with us. We will retain your information for as long as your account is active, as needed to provide you services, to comply with our legal obligations, resolve disputes, and enforce our agreements. If you wish to cancel your account or request that we no longer use your information to provide you services contact us at [info\[at\]InvoiceAgenda.com](mailto:info@InvoiceAgenda.com). We do not share, sell, trade, or rent your personal information to third parties except as described in this privacy policy. Information gathered at InvoiceAgenda is done so on a voluntary basis.

BUSINESS INFORMATION: Information that is collected by our products is considered confidential. We will not view Business Information except as necessary to appropriately support the service or as required by law. (Business Information includes app data, documents, files, configuration settings and any other business information stored on InvoiceAgenda products). We will not view Business Information, except as necessary to appropriately support the service, for the purpose of anticipating, diagnosing, supporting or resolving any problems that might limit or disrupt the quality of our customers' service experience or as required by law.

PARTNERS: In some cases we provide services or sell product lines jointly with other businesses. For these co-branded offerings in which a third party is involved in your transactions, we will sometimes share or jointly collect customer information related to those transactions with that third party. On the co-branded registration pages we will state who is collecting or receiving the information and whose privacy statement governs its use so that you will know at the time you create your account exactly how your information will be used. If you are registered with InvoiceAgenda through a partnership and you request to opt out of receiving promotional updates we will also provide your email address to that partner so that they may also discontinue sending you messages on behalf of InvoiceAgenda.

SESSION RECORDS: To maintain our quality of service and to assist in the analysis of product performance, we may also gather data on connection information, including the timing and size of all packets sent over the Internet during a session. The gathered information is used only to ensure the highest quality experience possible when using InvoiceAgenda products.

SECURITY INFORMATION: InvoiceAgenda also collects certain standard information about your computer for security and identification purposes. This information may include: IP addresses, domain names, access times, cookies and other unique identifying information of machines that have our software downloaded and installed on them. This information is used for the operation of the service, to identify and protect our customers and to control unauthorized use or abuse of our services. All information is encrypted during transmission and is stored securely within our servers.

SURVEYS: In addition to required member information, we may conduct surveys and ask users to volunteer demographic information to be used on an aggregate basis for internal market research, presentation to advertisers and joint research projects with outside companies involved in product development. We use such information to better focus our product and personalize the scope of services offered to each individual user.

WEB ANALYTICS: We continuously improve our websites and utilize different web analytic tools to help us do so. We are interested in how visitors use our websites, what they like and dislike, and where they have problems. We also use web analytic tools on our mobile applications to help gather non-personally identifiable data about download and application usage. In our use of web analytics we do collect GeoLocation data, but it is only on an aggregate basis and not tied to any individual. The web beacons used in connection with our web analytics services do not share any personally identifiable information about our website and application visitors with third parties. Our tools may gather data such as what browser a person uses, what operating systems are used, what is downloaded, and what content, products and services are reviewed when visiting or registering for services at one of our websites or mobile applications. This information is used solely to assist InvoiceAgenda in maintaining a more effective and useful website for our customers. We track aggregate traffic patterns throughout our site but we do not correlate this information with personally identifiable data about individual users. We track domain names, browser types and MIME type. Such information will not be passed to third parties without your prior consent unless where required by applicable law.

3. With whom does InvoiceAgenda share the information?

Ensuring your privacy is important to us. We do not sell, trade or rent your personal information to third parties. InvoiceAgenda products and services by necessity require us to provide some of your information to third parties. We may occasionally employ other companies to perform functions on our behalf. Examples include processing credit card payments, sending postal mail and email, analyzing data and providing marketing assistance. They have access to personal information needed only to perform their functions and may not use it for any other purpose. Furthermore, they must process the personal information in accordance with this Privacy Policy. Also, in the event that InvoiceAgenda or the majority of its assets are acquired, customer information will be one of the transferred assets. InvoiceAgenda does not control the practices of our affiliates. If you have questions about how affiliates use the information gathered when you link to them, please read their privacy policies. Links to other sites: This website may contain links to other sites that are not owned or controlled by InvoiceAgenda. Please be aware that we, InvoiceAgenda, are not responsible for the privacy practices of such other sites. We encourage you to be aware when you leave our site and to read the privacy statements of each and every website that collects personally identifiable information.

4. How does InvoiceAgenda protect my information from loss, misuse or alteration?

InvoiceAgenda has implemented commercially reasonable precautions designed to protect the web sites and applications it hosts and the information it collects from loss, misuse, and unauthorized access, disclosure, alteration, and destruction. Nevertheless, we remind you that no security measure is perfect. InvoiceAgenda applications are accessed via Google Apps user accounts. InvoiceAgenda is not liable for loss of passwords due to user carelessness. If you lose control over your Google account, you may lose control over your personally identifiable information. If you believe your Google Account has been compromised, we recommend that you immediately change your password or activate Google's 2 step authentication.

5. How long does InvoiceAgenda retain data?

InvoiceAgenda currently retains all user and business data indefinitely, until you specifically delete the data or shut down your Awesome Table account.

6. Who can I ask if I have additional questions?

Questions can be send to [info\[at\]InvoiceAgenda.com](mailto:info@InvoiceAgenda.com).

InvoiceAgenda is committed to respecting your privacy. This Online Privacy Policy describes the privacy practices for InvoiceAgenda products and their website ([www. InvoiceAgenda.com](http://www.InvoiceAgenda.com)).