



Privacy Policy for FieldNote by Terra Spectrum Technologies

Effective Date: June 27, 2019

We Respect Your Privacy

Terra Spectrum Technologies provides FieldNote as a GIS workflow management platform and related services. At Terra Spectrum Technologies, customer privacy is a top priority and we are committed to protecting the privacy of our customers online.

This Privacy Policy details Terra Spectrum Technologies' policies and practices regarding its collection and use of your personal information and sets forth your privacy rights.

We are committed to helping you protect your privacy. We encourage you to take precaution to protect your privacy protection while going online.

Policy Scope and Links to Other Websites

This Privacy Policy addresses activities on the FieldNote platform. The FieldNote platform, this website, and any other website or web-based system provided by Terra Spectrum Technologies to provide the Service are referred to as the "Website". Through the Website you can access links to other websites which are not under the control of Terra Spectrum Technologies. We have no control over the nature, content and availability of those sites. This Privacy Policy does not cover the links within the Website that link to such other websites. We encourage you to read the privacy statements on the other websites you may visit.

Information We Collect and How We Use It

FieldNote collects information about you in order to identify you each time you use our Service provided, or to customize your experience.

When your organization sets up an account for you, a UserName and password is required. You may, depending on the choice of service features by your organization, provide other types of personal information. You will be prompted for your UserName and password in order to access the Website and applications. Due to the sensitivity of social security numbers, we encourage your organization or you to NOT use social security number when setting up accounts.

Depending on the features enabled in our Service provided, personal information we collect may include:

- UserName;
- First name;
- Last name;
- Employee ID;
- Phone;
- Email address;
- Picture;
- IP address;
- GPS location;

Cookies are used to manage a user's experience and are required to utilize the Website. They allow Terra Spectrum Technologies to recognize registered users for providing a personalized experience, and help provide Website usage analytics.

Sharing with Third Parties

We will not sell or lease any personal information to third parties unless we have specifically requested your permission. We may disclose your information if we believe such action is necessary to i) comply with lawful requests by public authorities, including meeting national security or law enforcement requirements; ii) protect and defend the rights or property of Terra Spectrum Technologies (including the enforcement of our agreements); or iii) act in response to urgent circumstances to protect the personal safety of users of services provided by Terra Spectrum Technologies.

Security of Your Information

When providing Services, Terra Spectrum Technologies is committed to protecting your personal information in every transaction, at every tier of our application service offering. We maintain physical, technical and administrative safeguards to protect your information. When you submit sensitive information via the Website, your information is protected both online and offline.

Wherever we collect sensitive information, that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a lock icon in the address bar and looking for "https" at the beginning of the address of the Website.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. The computers/servers in which we store personal information are kept in a secure environment. Only employees who need access to the information to perform a specific job (for example, provide customer service) are granted access to personal information. These employees are trained to take privacy and security as a conscientious priority. In addition, we commit to taking appropriate disciplinary measures to enforce our employees' privacy responsibilities. We work diligently every day to honor our commitment to privacy. However, as it's commonly known, data transmission over the internet cannot be guaranteed to be 100% secure. Therefore, we do not promise, and you should not expect, that we can warrant the complete privacy and security during the transmission over the internet.

Data Storage and Retention

Your personal data is stored by us on our servers located in the United States. Personal data including your name, email address, and GPS location are kept in order to preserve our audit trail and comply with legal obligations. When an organization cancels the Service, the data will be archived and the archive is kept indefinitely or as agreed upon in a signed software license agreement. For more information on where and how long your personal data is stored, and for more information on your rights of erasure and portability, please contact us at info@terra-spectrum.com.

Compromise of Personal Information

In the event that personal information is compromised as a result of a breach of security, Terra Spectrum Technologies will promptly notify those persons whose personal information has been compromised in accordance with the notification procedures set forth in this Privacy Policy and as required by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the Processing of Personal Data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) or other applicable law.

Notification of Changes and Updates to the Privacy Policy Terra Spectrum Technologies reserves the right to amend this Privacy Policy at any time, for any reason, without notice to you, other than the posting of the amended Privacy Policy on this Website. Changes to this Privacy Policy are effective when they are posted on this page. When we change the policy in a material manner we will let you know by updating the "Effective Date" at the top of this page. The policies and practices described herein replace all previous notices or statements regarding this subject matter or content of this Privacy Policy.

If you have any questions or comments about this Privacy Policy please contact info@terra-spectrum.com or call 888-280-1349. You may also mail to 5930 Grand Avenue, West Des Moines, IA 50266.