

EEA Safe Harbor Notice

Safe Harbor

The European Commission established in 1998 privacy protections under Directive 95/46/EC, which prohibits transfer of personal data for individuals residing in the European Economic Area (“EEA”) to non-European Union nations that do not meet the European “adequacy” standard for privacy protection. To facilitate such transfers of data, the US Department of Commerce and the European Commission have agreed on a set of data protection principles that will constitute “adequate protection” under the EC directive. IE Discovery, Inc. (“IE Discovery”) adheres to the Safe Harbor Principles as published by the US Department of Commerce (<http://www.export.gov/safeharbor/>) with respect to data provided to us by customers and partners that contains PERSONAL INFORMATION about individuals residing in the EEA.

Definitions

For the purposes of this Policy, the following definitions shall apply:

“IE Discovery”, “our” or “we” means IE Discovery Inc, its predecessors, and successors.

“Agent” means any third party processing PERSONAL INFORMATION on behalf of, and under the instructions of IE Discovery.

“PERSONAL INFORMATION” means any information or set of information that identifies or could be used by or on behalf of IE Discovery to identify an individual. It does not include information that has been anonymized or that is publicly available from other sources.

“SENSITIVE PERSONAL INFORMATION” means PERSONAL INFORMATION that reveals race, ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, or information that concerns health or sex life. In addition, IE Discovery will treat as sensitive, any information received from a third party where that third party treats and identifies the information as sensitive

Scope of Safe Harbor Certification

This Safe Harbor policy describes the privacy principles that IE Discovery follows when storing and processing data that is transferred from the European Union (EU). This policy does not apply to information collected or submitted on our Web sites (including PERSONAL INFORMATION disclosed) for the purpose of setting up or validating user accounts on InfoDox.com or other online systems.

Purposes

IE Discovery may collect and use personal data regarding EEA residents to provide consulting and data processing services to its business customers most frequently in the support of litigation or discovery management efforts. Any data collected is used only for the purpose of providing services to our clients and the distribution of this data within our organization is strictly limited to IE Discovery personnel with a need to access that data.

Privacy Principles

Notice

Where IE Discovery collects PERSONAL INFORMATION directly from individuals in the EEA other than for the purpose of providing services to our clients, it will inform them about the purposes for which it collects and uses PERSONAL INFORMATION about them, the types of non-agent third parties to which IE Discovery discloses that information, and the choices and means, if any, IE Discovery offers individuals for limiting the use and disclosure of their PERSONAL INFORMATION. Notice will be provided in clear and conspicuous language when individuals are first asked to provide PERSONAL INFORMATION to IE Discovery, or as soon as practicable thereafter, and in any event before IE Discovery uses the information for a purpose other than that for which it was originally collected.

PERSONAL INFORMATION about EEA residents that is transferred to IE Discovery by a third party will be used in accordance with the policies of the entity providing the information as communicated to IE Discovery by that entity. IE Discovery reserves the right to process and store PERSONAL INFORMATION in the course of providing professional services to our clients without the knowledge of the individuals for whom the information describes.

Choice

Where IE Discovery collects PERSONAL INFORMATION directly from individuals in the EEA, IE Discovery will offer individuals the opportunity to choose (opt-out) whether their PERSONAL INFORMATION is (a) to be disclosed to a non-agent third party, or (b) to be used for a purpose other than the purpose for which it was originally collected or subsequently authorized by the individual.

For SENSITIVE PERSONAL INFORMATION, IE Discovery will give individuals the opportunity to affirmatively and explicitly (opt-in) consent to the disclosure of the information to a non-agent third party or the use of the information for a purpose other than the purpose for which it was originally collected or subsequently authorized by the individual. IE Discovery will provide individuals with reasonable mechanisms to exercise their choices.

Onward Transfers to Agents

IE Discovery will obtain assurances from its agents that they will safeguard PERSONAL INFORMATION consistent with our policies before transferring PERSONAL INFORMATION about EEC residents.

Examples of appropriate assurances that may be provided by agents include:

- A contract obligating the agent to provide at least the same level of protection as is required by the relevant Safe Harbor Principles.
- Being subject to EU Directive 95/46/EC (the EU Data Protection Directive).
- Safe Harbor certification by the agent.
- Being subject to another European Commission adequacy finding.

Where IE Discovery has knowledge that an agent is using or disclosing PERSONAL INFORMATION in a manner contrary to our policy, IE Discovery will take reasonable steps to prevent or stop the use or disclosure.

Security

IE Discovery will take reasonable precautions to protect PERSONAL INFORMATION in its possession from loss, misuse and unauthorized access, disclosure, alteration and destruction.

Data Integrity

IE Discovery will use PERSONAL INFORMATION only in ways that are compatible with the purposes for which it was collected or subsequently authorized by the individual. IE Discovery will take reasonable steps to ensure that PERSONAL INFORMATION is relevant to its intended use, accurate, complete, and current.

Access

If an individual becomes aware that information we maintain about that individual is inaccurate, or if an individual would like to update or review his or her information, the individual may contact us using the contact information below. We will take reasonable steps to permit individuals to correct, amend, or delete information that is demonstrated to be inaccurate. The individual will need to provide sufficient identifying information, such as name, address, birth date, and social security number. We may request additional identifying information as a security precaution. In addition, we may limit or deny access to PERSONAL INFORMATION where providing such access would be unreasonably burdensome or expensive in the circumstances, or as otherwise permitted by the Safe Harbor Agreement. In some circumstances, we may charge a reasonable fee, where warranted, for access to PERSONAL INFORMATION.

Verification and Enforcement

IE Discovery conducts compliance audits of its relevant privacy practices to verify adherence to our policies. Any employee that IE Discovery determines is in violation of its policies will be subject to disciplinary action up to and including termination of employment.

Dispute Resolution

IE Discovery is committed to your privacy and will work to promptly and to the best of our abilities to resolve any concerns or complaints to your satisfaction. In the event that you are unable to resolve a dispute by working directly with our Safe Harbor Privacy contact, you may contact the competent local data protection authority in your EEA member state. IE Discovery has agreed to participate in the dispute resolution procedures of the panel established by the European data protection authorities to resolve disputes, pursuant to the Safe Harbor Principles.

Affirmative Statement

IE Discovery complies with the U.S.-EU Safe Harbor Framework and the U.S.-Swiss Safe Harbor Framework as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of personal information from European Union member countries and Switzerland. IE Discovery has certified that it adheres to the Safe Harbor Privacy Principles of notice, choice, onward transfer, security, data integrity, access, and enforcement. To learn more about the Safe Harbor program, and to view [e Discovery's name]'s certification, please visit <http://www.export.gov/safeharbor/>

Safe Harbor Contact

If you have questions or requests related to personal data or our EU Safe Harbor certification, please direct them to our safe harbor privacy contact:

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