

# MEGI PRIVACY POLICY

At MEGI, we pride ourselves on our commitment to protecting your privacy. This Privacy Policy describes the privacy practices of MEGI Software (Shanghai) Co., Ltd. and its affiliates and subsidiaries, ("MEGI", "Us," "We," "Our") responsible for collecting and maintaining certain information collected about you.

This Privacy Policy ("Privacy Policy") applies to our sites and software services (the "Service") that link to this Privacy Policy. MEGI has control over all Personal Information subject to this Privacy Policy for our Services targeted to customers in the People's Republic of China (PRC). If you are using the Service for organisations that do not have obligations under the jurisdiction of the PRC, please contact us for details of privacy practices in other countries.

This Privacy Policy were last revised on 16 December 2016.

## Your Information

Your information includes the data you input, or authorise third-parties to input into MEGI software, directly or programmatically via API and uploads. For details of ownership of the data, refer to our Standard Terms of Use on our website. We may collect information from you which can be used to identify you ("Personal Information"), such as your name, email address, usernames, phone number and billing address.

We collect and we use your Personal Information to deliver our Service to you, to operate and improve the Service. We do not sell or share your Personal Information with third parties for their own commercial uses unless you have explicitly given your consent.

We DO NOT collect business data entered into MEGI, such as your clients information or transactions. We DO NOT collect or use your financial data.

We collect information when you register or open an account, sign in, pay a bill, purchase a Service, use a Service, call us for support, or give us feedback. We may also get information from other companies or third parties, such as when you sync a third party account or service with your Service, or when we may use service providers to supplement the Personal Information you give us (e.g., validate your mailing address) to help us maintain the accuracy of your data and provide you with better service.

We may also automatically collect certain usage information when you access the Service ("Usage Data"), such as Internet Protocol ("IP") addresses, log files, unique device identifiers, pages viewed, browser type, any links you click on to leave or interact with our Services, and other usage information collected from cookies and other tracking technologies.

Our Services may change over time and we may introduce new features that may collect new or different types of information.

## **Customer Service and Technical Support**

We may use your name, address, phone number, email address, to help resolve questions you may have about our Service. You should never provide password, or sensitive tax information on support calls or live chats.

## **Surveys & Feedback**

We may use any information you volunteer in surveys you answer and combine them with answers from other customers in order to better understand our Services and how we may improve them. Answering any survey is optional.

## **Third Party Service Providers**

We may share your information, including Personal Information and Usage Data, with third party service providers who perform various functions to enable us to provide our Services and help us operate our business, such as customer support, training, or performing analytics.

## **Law Enforcement and Legal Requests**

We may share your information with courts, law enforcement agencies, or other government bodies when we are required to do so by law, including to meet law enforcement requirements, to protect our company, or to respond to a court order, subpoena, search warrant, or other law enforcement request.

## **Transfer of Ownership**

If we sell, merge, or transfer any part of our business, we may be required to share your information. We will provide you with notice should this occur and you may be given a choice to opt-out of future promotions.

## Bank Feeds

You may be asked to enter details of your financial institutions when you apply for bank feeds. We use this information to update and maintain the account information you download, to assist with the download process, and to enhance the Services we may provide in the future.

## Cookies and Other Tracking Technologies

In accordance with applicable law, MEGI and our service providers may use commonly-used tools to recognize your visit and track your interactions with our Services such as cookies. Sometimes this tracking is necessary in order for us to provide you the Service you requested. Other times, we combine Usage Data collected from Cookies with that of other customers to improve your and other customers' experience. You may change the way cookies and some tracking technologies affect you by changing your web browser settings.

## Do Not Track

Our Service is not currently configured to respond to browsers' "Do Not Track" signals because at this time no formal "Do Not Track" standard has been adopted.

## Data Retention

In accordance with and as permitted by applicable law and regulations, we will retain your information as long as necessary to serve you, to maintain your account for as long as your account is active, or as otherwise needed to operate our business.

When you close your account, we may continue to communicate with you about our Services, give you important business updates that may affect you, and let you know about products and services that may interest you, unless you have opted out of receiving marketing communications.

We will retain and use your information as required by applicable regulations and MEGI's records and information management policies to comply with our legal and reporting obligations, resolve disputes, enforce our agreements, complete any outstanding transactions and for the detection and prevention of fraud.

## International Data Transfers

We reserve the right to transfer your information, process and store it outside your country of residence to wherever we or our third party service providers operate.

## How to Contact Us

If you have questions or comments about this Privacy Policy, or complaints regarding our Privacy Policy or practices, please contact us by email to [support@megichina.com](mailto:support@megichina.com).

## Changes to This Privacy Policy

From time to time we may change or update our Privacy Policy. We reserve the right to make changes or updates at any time. More information about how we will notify you is below.

If we make material changes to the way we process your Personal Information, we will provide you notice via our Service or by other communication channels, such as by email or community post. Please review any changes carefully. If you object to any of the changes and no longer wish to use our Services, you may close your account(s).

All changes are effective immediately upon publishing on our website. Your continued use of our Service after a notice of material change or publishing of an updated Privacy Policy shall constitute your consent to all changes.