KnowledgeWare Communications Corp.

PRIVACY POLICY

Last updated 2020.06.14

This Privacy Policy is applicable to KnowledgeWare Communications Corp. ('The Company') and sets out our policy on the gathering and use of information on this site www.kccsoft.com and our other sites including www.skillstracking.com. The Company complies with the Canadian Personal Information and Electronic Documents Act ('PIPEDA'), which sets out these general guidelines below that should be followed in order to be considered PIPEDA compliant. These principles are:

1. Be Accountable
2. Identify the Purpose
3. Obtain Informed Consent
4. Limit Collection
5. Limit Use, Disclosure and Retention
6. Be Accurate
7. Use Appropriate Safeguards
8. Be Open
9. Give Individuals Access
10. Provide Recourse

The Company does not endorse, and is not responsible for, links on our website(s) that may link to other website which do not employ PIPEDA precautions. Your use of our Sites and/or online training programs signifies your acknowledgement and consent to our Privacy Policy.

COLLECTION OF PERSONAL INFORMATION

Personal Information is information about you that identifies you as an individual, for example, your name, LoginID, training password, and e-mail address. We may collect additional information that you voluntarily provide to us and use this information in order to provide online training services, or to pay for online training services, to request further information on products or services, or to subscribe to a company newsletter. By using additional features in the Company software you may voluntarily enter additional private information. The Company uses reasonable efforts to maintain visitors' information in a secure environment. If you have submitted personal information and want to change it or opt-out, please contact us at info@kccsoft.com.

DISCLOSURE OF INFORMATION

The Company will not disclose personal information that you provide on its Sites to any third parties other than to a Company agent except: i) in accordance with the terms of this Privacy Policy, or ii) to comply with legal requirements such as a law, regulation, warrant, subpoena or court order. Please note that any of these disclosures may involve the storage or processing of personal information outside of Canada and may

therefore be subject to different privacy laws than those applicable in Canada, including laws that require the disclosure of personal information to governmental authorities under circumstances that are different than those that apply in Canada.

COOKIES

The Company, in common with many web site operators, may use standard technology called "cookies" on its Sites. Cookies are small data files that are downloaded onto your computer when you visit a particular web site. You can disable cookies by turning them off in your browser; however, some areas of the Sites may not function properly if you do so.

PROTECTION OF INFORMATION:

We have put in place physical, electronic, and managerial procedures to safeguard and help prevent unauthorized access, maintain data security, and correctly use the information we collect online. The Company applies security safeguards appropriate to the sensitivity of the information, such as retaining information in secure facilities and making personal information accessible only to authorized employees on a need-to-know basis.

INFORMATION STORAGE:

Personal information you share with us is stored on our database servers at Company data centers in Canada.

ACCEPTANCE OF OUR PRIVACY POLICY:

By using the www.kccsoft.com or www.skillstracking.com websites or other related site run by the Company, you signify your acceptance of our Privacy Policy, and you adhere to the terms and conditions posted on the Site. By submitting your information, you agree that it will be governed by our Privacy Policy.