



## Privacy Policy

Last updated: 2018-04-24

2RC Software Solutions Inc. ("us", "we", or "our") operates <https://www.2rcSoftware.com> (the "Site") and provides digital services ("Services") – including dictation audio processing and speech recognition - that may access this site. This page informs you of our policies regarding the collection, use and disclosure of Personal Information we receive from users of the Site and/or Services.

By using the Site and Services, you agree to the collection and use of information in accordance with this policy.

### Information Collection and Use

While using our Site, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally-identifiable information ("**Personal Information**") may include, but is not limited to your name, email address and telephone number.

"Personal Information" is any information that could, alone or together with other information, personally identify a user. Information such as a username and password, an email address, a real name, and a photography are examples of "Personal Information".

"Personal Information" does not include aggregated, non-personally identifying information. We may use aggregated, non-personally identifying information to operate, improve and optimize our website and services.

Why do we collect "Personal Information"?

- The information is required to create an account in order to provide the service(s) you request.
- The information, specifically the username, is used to uniquely identify you.
- Your email address is used to communicate with you regarding your account and 2RC products and services.

We take the privacy of your personal information very seriously and it will NOT be provided to third parties for any purpose, including advertising, without your express permission.

As part of the Services provided by 2RC Software, the Site may also collect recorded audio containing personally-identifying information and/or Protected Health Information ("PHI"). "**Protected Health Information**" is any information about health status, provision of health care, or payment for health care that is created or collected and can be linked to a specific individual.

2RC Software Solutions Inc. understands the importance of maintaining the integrity and confidentiality of protected health information and takes reasonable steps to protect the PHI's integrity and confidentiality.

PHI is collected and retained only to the extent that requested Services can be performed and the results of the Services made available and/or delivered. PHI is removed from the Site in a timely and routine manner and will be removed on demand.

## **Cookies**

Cookies are files with small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a web site and stored on your computer's hard drive.

Like many sites, we use "cookies" to store and/or collect information. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Site.

## **Security**

The security of your Personal Information is important to us but be aware that no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information and other Protected Health Information, we cannot guarantee its absolute security.

## **Changes to this Privacy Policy**

This Privacy Policy is effective as of April 24, 2018 and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on this page.

We reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically. Your continued use of the Service after we post any modifications to the Privacy Policy on this page will constitute your acknowledgment of the modifications and your consent to abide and be bound by the modified Privacy Policy.

If we make any material changes to this Privacy Policy, we will notify you either through the email address you have provided us, or by placing a prominent notice on our website.

## **Contact Us**

If you have any questions about this Privacy Policy, please contact us at [info@2rcsoftware.com](mailto:info@2rcsoftware.com).