

# PRIVACY POLICY

January 28

# 2012

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This document contains information and policies about your privacy rights and obligations with regard to the online services provided by intRvue, Inc. at [intRvue.com](http://intRvue.com). This document is available at [intRvue.com](http://intRvue.com) and may be amended from time to time without advance notice. The document describes what information intRvue collects, processes, and shares. It also states that you can control and manage your information on our services to protect your privacy.

**intRvue, Inc.**

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## 1. Introduction

IntRvue's mission is to provide various online (websites and internet applications) and traditional (training, coaching, etc) services ("Services") to help professionals capture, develop, and present their content and information ("Content") to their network.

By accessing or using any of our Services you agree to the terms and conditions ("Terms and Conditions") in intRvue's USER AGREEMENT which may be amended from time to time at our discretion and without advance notice. You may review the most current version of the USER AGREEMENT online at intRvue.com. If you do not accept the Terms and Conditions you may not access or use the Services.

This document contains information and policies about your privacy rights and obligations with regard to the online services provided by intRvue, Inc. at intRvue.com. This document is available at intRvue.com and may be amended from time to time without advance notice. The document describes what information intRvue collects, processes, and shares. It also states that you can control and manage your information on our services to protect your privacy.

IntRvue's online services are designed to allow you to upload your content and information, create multiple custom resumes and websites, and share your content and information with your network. You control settings in the Services to manage how you share your content and information with others.

IntRvue takes reasonable steps to protect the privacy of your content and information while operating and maintaining our Services. We may allow access to your content and information to third party service providers who support delivery and maintenance of the Services. We may use certain aggregate information collected from our users to improve our Services and further our business. We may also share your content and information if compelled to do so by law. As a general policy, we do not share your personally identifiable information or content with nonaffiliated third parties. However, for Success Stories 101 and ChooseWiz products we may share certain information or aggregate information.

Our hosting servers, storage, and backup are located in a data center located in the United States. By using our Services you agree to have your content and information transferred to, if applicable, and processed in the United States.

We reserve the right to modify this policy by revising this document in the future.

## 2. Content and information you supply

When you open an account with us, you are required to supply an email address, password, your name, address, and phone number in order for us to establish your account. Certain products may only require your email and name. By completing the signup process you agree to the Terms and Conditions of the USER AGREEMENT. You will be directed to PayPal to enter

billing information in their secure service. Your credit card or bank account information are not collected in intRvue's website or database. An intRvue account number will be established for interacting with PayPal when processing payment transactions.

To access your account you must login using your email address and password. You agree to keep your password confidential in order to protect your account and the security of the Services.

After creating your account, you can voluntarily provide additional information in your profile, resumes, journal, blog, storyboards, decisions, and websites on the Services. You control and take responsibility for the content and information you supply and share.

You should only use the fields on our online forms for the type of data intended. For your own safety, you should not enter any highly sensitive, personally identifiable information such as health records, bank account information, credit card information, social security number, or legal documents, even if someone such as a potential employer requests such information, in any fields.

In addition to specific data fields, we allow you to upload text, pictures, and video. This multimedia content could contain personally identifiable information regarding your age, sex, race, religion, or other personal details. You should use good judgment in what content and information you supply and share using the Service.

IntRvue does not control or assume any responsibility for what you supply or how viewers react to, use, or act on your content and information.

### **3. Other personal information about you**

By the nature of the internet, when you enter and leave our website we automatically receive URL information about what URLs you came from and are going to. We also receive the internet protocol address of your computer, information about your operating system, the type of web browser you are using, and the name of your internet service provider. This information is not shared externally with third parties except our service providers who need the information to operate or maintain our Services.

### **4. Cookies**

Like many websites, our Services require cookies on your computer in order to validate your user session and to manage data during your use of the Services. You may remove, disable, or block cookies by using settings in your browser; however, this may impact some or all of your ability to use the Services.

### **5. How we use information**

We process, store, adjust, transfer, and distribute your content and information in order to deliver the Services on your behalf.

For Success Stories 101 and ChooseWiz products, we may engage with advertisers or other third parties and allow access to your information or aggregate information.

We may use aggregated non-personally identifiable information for our business purposes such as the number of users, the frequency of use of Services or content, or the number of views of content. This information will help us maintain, modify, and optimize our Services and may also help us develop new Services.

For disaster recovery and business continuity purposes, we make periodic backups of content and information. The copies are not accessible by users or viewers.

We may access and view your content and information in order to validate compliance with the USERS AGREEMENT.

We may use your information such as your email address to communicate with you regarding our Services, maintenance periods, or modifications to terms and conditions or policies. In order to improve our Services, we may contact you to ask you to complete a poll or survey. Your participation or response is voluntary. You may not opt out of receiving communications related to the operation and maintenance of the Services or any communication regarding terms and conditions or policies. We may choose to provide you with opt out options on other communications, if any.

## **6. How we protect information**

We use protocols and technologies to host, serve, process, and backup your content and information.

Our hosting servers, storage, and backup are located in a data center located in the United States. By using our Services you agree to have your content and information transferred to, if applicable, and processed in the United States.

Your access to the Services relies on your password which is encrypted. You must keep your password protected in order to protect your content and information.

Certain products allow you to share your information with others by providing them with an access code or URL. You control how you share access codes and URLs. IntRvue takes no responsibility for distribution of codes and URLs or access to your information as a result of such distribution.

When you create custom websites you will receive custom URLs that you can share with whomever and wherever you choose. To make access easy for viewers who use your custom URLs, we do not require them have an intRvue account or to enter a password. Each URL contains validation codes which are checked prior to allowing access to one and only one custom website. As with any coding system, there are risks; however, we have designed the Services to limit access of viewers entering the system through custom URLs and have created a

process that should prevent them from gaining unauthorized access to your user account or any of your other websites.

In order to access user functionality of the Services including access to raw content and information the user must enter his or her account using his or her encrypted password.

## 7. Who we share information with

We may share your content and information with third party service providers or contractors in order to maintain, operate, and deliver the Services.

For the intRvue resume and website product, we do not share, sell, rent, trade, or otherwise receive any compensation for your personally identifiable information. For Success Stories or ChooseWiz we may engage with third parties.

We may share your content and information if compelled to do so by law. In such an event, we may attempt to notify you prior to releasing the information; but, cannot guarantee such notification. Nothing in this policy or the USERS AGREEMENT shall prevent us from complying with any law.

We may share or transfer all of your content and information in the event of a reorganization, merger, or sale of our company. Your rights to access, edit, delete, and cancel will also transfer in such an event.

## 8. Your rights to access, edit, and delete your information

You have the right to access, edit, and delete the content and information that you supply on the Services at any time.

When you modify or delete your content or information the changes will either take immediate effect or, in the case of multiple resumes, will be marked with warning icons to indicate the information has changed. It is your responsibility to familiarize yourself with the maintenance features provided by our Services to ensure that your content and information are appearing as you want them to. We provide preview buttons so you can see how your content and information will appear to viewers.

Your modifications will not affect any backup copies of content and information that we have made for the purpose of disaster recovery or business continuity.

## 9. How you control and share your content and information

This section provides some information that is applicable only to the intRvue resume and website product. However, the information is generally applicable to our other products including Success Stories 101 and ChooseWiz. Some of our products allow you to share your information with others by providing an access code or URL. You control how you share any access code or URL. IntRvue does not assume any responsibility for distribution of access codes or URLs or any access as a resulting from such distribution.

### **i) Account and Billing Information**

You will be assigned an internal intRvue account number when you register for your account. You will be redirected to PayPal's secure environment to supply credit card number, bank account, or PayPal account information. Your credit card number, bank account number, or PayPal account number are not stored on intRvue's website or database. We use our internal account number to communicate with PayPal to process payments based on the Services you have signed-up for.

### **ii) General Profile**

During the registration process you will be asked for personal information including your name, address, telephone number, and email address. This information is required for account setup and is automatically transferred to your profile on the Services.

After you login to the Services you can modify the information and voluntarily add other information including general information, profile photos, skills, industries, job functions, links, locations, etc.

Profile information does not automatically display anywhere. You can set display options on each of your custom resumes and each of your custom websites to control how data from your profile displays or does not display.

You can add, edit, and delete any of the information at any time. WHEN YOU MODIFY YOUR PROFILE INFORMATION IT WILL HAVE IMMEDIATE EFFECT IN ANY WEBSITE WHERE YOU HAVE USED THE INFORMATION.

Your profile information is not automatically included in any directories.

### **iii) Journal and Blog**

This section does not apply to Success Stories 101 or ChooseWiz.

The journal/blog area allows you to enter text, images and video. You control what information you provide and how it is displayed.

By default, content and information is not published, assuming the entries are Journal (Private) entries. You can adjust the setting at any time.

Items marked as Journal (Private) will not be viewable, even if they had previously been marked as Blog (Published).

Items marked as Blog (Published) will be visible only on websites where you have chosen to include a blog page. You can modify your websites to include or exclude a blog page at any time.

You can add, edit, or delete journal/blog entries at any time. WE RECOMMEND YOU UNPUBLISH WHILE EDITING TO PREVENT A VIEWER FROM SEEING THE BLOG WHILE YOU ARE EDITING.

#### **iv) Multiple Resumes**

This section does not apply to Success Stories 101 or ChooseWiz.

You can enter typical resume information such as employers, dates, your titles, and descriptions of your accomplishments and credentials. You control what information you provide and how it is displayed in multiple resumes.

Your resumes are only displayed online via inclusion in custom websites. You can choose to include or exclude your resume from your websites at any time.

You can add, edit, or delete resume content and information at any time. IntRvue provides maintenance and version control tools to help you easily create multiple custom resumes. It is your responsibility to become familiar with these tools to ensure your content and information are displaying how you want them to.

When you make changes to a resume, the changes will take effect immediately in any website where the resume has been included. We provide warning and information at the top of the resume area, letting you know which websites the resume is in. **WE RECOMMEND YOU UNPUBLISH YOUR WEBSITES THAT CONTAIN THE RESUME WHILE YOU EDIT THE RESUME; OR, CREATE A NEW RESUME THEN REPLACE THE OLD ONE IN THE WEBSITES IN ORDER TO PREVENT ANYONE FROM VIEWING A RESUME THAT IS BEING EDITED.**

#### **v) Storyboard (Multi-media)**

Storyboards are objects that allow you to enter text, images, and videos to tell the stories of your professional achievements. You control the content and information you supply in storyboards. You control which storyboards are included in your custom websites.

Storyboards are only viewable when they are published AND when they are included in custom websites. The default setting is unpublished; you can change it at any time. **WE RECOMMEND YOU UNPUBLISH WHILE EDITING TO PREVENT A VIEWER FROM SEEING THE STORYBOARD WHILE YOU ARE EDITING.**

You can delete a storyboard and it will be removed from all websites where it was included.

#### **vi) Custom Websites and URLs**

This section does not apply to Success Stories 101 or ChooseWiz.

Custom websites are where your content and information are selected and come together to be displayed online as a website. None of your information is viewable online if it is not included in a website. You control what content and information is contained in your websites and you can modify or delete your websites at any time.

Your websites will not be viewable in directories or at the custom URLs unless you publish them. The default setting is unpublished; you can change it at any time. **WE RECOMMEND YOU**

UNPUBLISH WHILE YOU ARE EDITING TO PREVENT VIEWERS FROM SEEING THE WEBSITE WHILE YOU ARE MODIFYING IT.

You can delete a website at anytime. If you delete a website, the URL will no longer work and the reference to any directories will be removed.

### **vii) Participation in Directories**

This section does not apply to Success Stories 101 or ChooseWiz.

A directory is a listing of individuals who have an account with intRvue and who voluntarily participate in the directory. In order for your information to appear in a directory you must become a member of the directory and specify a published website to display in the directory. You can add, change, or delete your directory information at any time.

Your websites are not visible publicly unless you choose to participate in the intRvue (Public) directory. If you participate in the public directory all other users who also belong to the directory will be able to view your specified website. Your website may also be viewable by non-users, recruiters, or potential users of intRvue.com. IntRvue takes no responsibility for how viewers, including the public at large, may use information available in the public directory. You are not automatically included in the public directory, you must voluntarily participate. You can add, change, or delete your public directory information at any time.

## **10. Cancelling your account**

This paragraph does not apply to Success Stories 101 or ChooseWiz. You may cancel your account online at any time. If you cancel your account, we will restrict access to and will remove your content and information from the Services within a reasonable period of time.

For disaster recovery and business continuity reasons, we may make backup copies of content and information. When you cancel your account, your actions will not take effect on backup copies. We retain the right to maintain the backup copies until such time that the backups are no longer needed. Backup information will not be available through the Services to users or viewers.

## **11. Memorializing accounts**

We may restrict or remove an account in the event that a user dies and we receive notice from the user's next of kin or other proper legal authority.

## **12. Restricting or terminating an account**

We may restrict an account where payment is past due or for noncompliance with law or the USERS AGREEMENT. We may terminate and delete content and information associated with an account that remains delinquent for more than six months.

### **13. Contacting us**

You may contact us regarding this policy by email to our customer service team at [Sales@intRvue.com](mailto:Sales@intRvue.com) or by mail at the following address:

intRvue, Inc  
Attention: Privacy Policy  
PO Box 1007  
Denver, NC 28037