



# Privacy & Policy

Inventory Management and Asset Tracking made easy.

This Privacy Policy covers our collection, use and disclosure of information we collect through our website:

[www.asapsystems.com](http://www.asapsystems.com) / [www.barcloud.net](http://www.barcloud.net) and our service BarCloud. The use of information collected through our service shall be limited to the purpose of providing the service for which the Client has engaged Touma Inc. dba ASAP Systems.

## User Data

BarCloud respects the privacy of our Account Users and the privacy of their data. All user information contained within the electronic communications, attached documents, forms, newsletters, surveys and documents you may use or compose with the BarCloud Service are governed by the BarCloud Terms of Service. Although BarCloud owns the databases and the BarCloud Site, you retain all rights to your data. All user data uploaded to an Account of the BarCloud Service is stored in a personalized and secure location. We will not utilize, sell, or rent your data uploaded into our system and only the registered users of the account holder may gain access to the uploaded data.

## Data Collection

We collect the e-mail addresses and certain personally identifiable information of those who communicate with us via e-mail or register with us to open a provisioned Service Account. We also collect certain information regarding which pages users access or visit, and information volunteered by the users (such as any surveys BarCloud might conduct and/or site registrations). When you request a Trial account on the BarCloud Service, we ask for the following information: your name, your company name, telephone number, and a valid e-mail address at which we may contact you. Users of the BarCloud service are also asked to provide their company's postal address and time zone to better personalize their Account. Full paying accounts of the BarCloud Service are also required to provide billing address and valid credit card information. When you submit information, you are transferring such information into the United States and you here by consent to such transfer.

BarCloud may also collect and analyze from visitors and users certain information regarding the use of the BarCloud Site and services available therein. Information collected may include but is not limited to web site traffic volume, frequency of visits, type and time of transactions, type of browser and operating system, etc.

We may provide your personal information to companies that provide services to help us with our business activities such as live chat or payment processing. These companies are authorized to use your personal information only as necessary to provide these services to us.

We will share your personal information with third parties only in the ways that are described in this privacy policy.

## Use of Information

We may use personal information to provide the Services you've requested, including services that display customized e-mails, newsletters, forms, documents, and reports. We may also use personal information for auditing, research and analysis to operate and improve the BarCloud Site. We may use third parties to assist us in processing your personal information, and we require that such third parties comply with our Privacy Policy and any other appropriate confidentiality and security measures. We may use certain other information collected from you to help diagnose technical problems, administer the BarCloud Site, and improve the quality and types of services delivered. We may provide non-identifying and aggregate usage and volume statistical information derived from the actions of our visitors and Account holders to third parties in order to demonstrate the value we deliver to users.

The information we collect is not shared with or sold to other organizations for commercial purposes, except to provide products or services you've requested, when we have your permission, or under the following circumstances:

- As required by law, such as to comply with a subpoena, or similar legal process
- When we believe in good faith that disclosure is necessary to protect our rights, protect your safety or the safety of others, investigate fraud, or respond to a government request.
- To investigate potential violations of the BarCloud Acceptable Use Policy.
- To investigate potential violations of the BarCloud Terms of Service.

--- if Touma, Inc. is involved in a merger, acquisition, or sale of all or a portion of its assets, you will be notified via email and/or a prominent notice on our Web site of any change in ownership or uses of your personal information, as well as any choices you may have regarding your personal information,

## Links to Other Web Sites

Our Site includes links to other Web sites whose privacy practices may differ from those of Touma, Inc. If you submit personal information to any of those sites, your information is governed by their privacy policies. We encourage you to carefully read the privacy policy of any Web site you visit.

## Cookies

A cookie is a small amount of data, which often includes an anonymous unique identifier that is sent to your browser from a web site's computers and stored on your computer's hard drive. For security reasons we restricted the direct use cookies. Cookies are not required to use the BarCloud Site. We, however, do use Sessions to keep our service secure. Sessions almost always use cookies to associate the Session with the User.

## Third Party Cookies

Our service architecture is designed to use one server per User therefore the use of cookies by third parties is not covered by our privacy policy. We do not have access or control over these cookies.

## Collecting information

We collect information globally and primarily store that information in the United States.

We transfer, process and store your information outside of your country of residence, to wherever we or our third-party service providers operate for the purpose of providing you the services. Whenever we transfer your information, we take steps to protect it:

We carefully consider the personal data that we store, and we will not keep your information in a form which identifies you for longer than is necessary for the purposes set out in this Policy.

We use the following criteria to determine data retention periods for your personal data:

**--- Retention for providing our products and services.** We will retain your personal data as long as necessary for us to provide our products and services to you.

**--- Retention in case of queries.** We will retain your personal data as long as necessary to deal with your queries

**--- Retention in accordance with legal and regulatory requirements.** We will retain your personal data after we have provided products and services based on our legal and regulatory requirements

### **A. International transfers within the ASAP Systems Companies**

To facilitate our global operations, we transfer information to United States and allow access to that information from countries in which the ASAP Systems owned or operated companies have operations for the purposes described in this policy. These countries may not have equivalent privacy and data protection laws to the laws of many of the countries where our customers and users are based. When we share information about you within and among ASAP Systems corporate affiliates, we make use of standard contractual data protection clauses, which have been approved by the European Commission, and we rely on the EU-U.S. and Swiss-U.S.

### **B. International transfers to third parties**

Some of the third parties described in this privacy policy, which provide services to us under contract, are based in other countries that may not have equivalent privacy and data protection laws to the country in which you reside.

When we share information of customers in the European Economic Area or Switzerland, we make use of the EU-U.S. and Swiss-U.S. Privacy Shield Frameworks, European Commission-approved standard contractual data protection clauses, binding corporate rules for transfers to data processors, or other appropriate legal mechanisms to safeguard the transfer.

## Public Forums

Our Web site offers publicly accessible blogs or community forums. You should be aware that any information you provide in these areas may be read, collected, and used by others who access them. To request removal of your personal information from our blog or community forum, contact us at [support@asapsystems.com](mailto:support@asapsystems.com). In some cases, we may not be able to remove your personal information, in which case we will let you know if we are unable to do so and why.

## Testimonials

With your consent we may post your testimonial along with your name. If you wish to update or delete your testimonial, you can contact us at [marketing@asapsystems.com](mailto:marketing@asapsystems.com).

## Social Media (Features) and Widgets

Our Web site includes Social Media Features, such as the Facebook Like button [and Widgets, such as the Share this button or interactive mini-programs that run on our site]. These Features may collect your IP address, which page you are visiting on our site, and may set a cookie to enable the Feature to function properly. Social Media Features and Widgets are either hosted by a third party or hosted directly on our Site. Your interactions with these Features are governed by the privacy policy of the company providing it.

## Marketing

We may store your contact details, and carry out marketing profiling activities, for direct marketing purposes. If you have given your consent, or if we are otherwise permitted to do so, we may contact you about our products or services that may be of interest to you. If you prefer not to receive any direct marketing communications from us, you can opt out at any time by sending an email to [unsubscribe@asapsystems.com](mailto:unsubscribe@asapsystems.com). We will also give you the option to opt out each time we send a marketing communication by electronic means.

## Security

BarCloud has implemented processes intended to protect user information and maintain security of data. Each Account holder is assigned a unique user name and password, which is required to access their Account. It is each user's responsibility to protect the security of his or her login information. We have attempted to protect BarCloud's servers by locating them areas with security procedures, using of firewalls and implementing other generally available security technologies. These safeguards help prevent unauthorized access, maintain data accuracy, and ensure the appropriate use of data, but **no guaranty can be made that your linformation and data will be secure from intrusions and unauthorized release to third parties.**

When you enter sensitive information (such as login credentials), we provide you with a feature that enables you to turn on or off an option to encrypt the transmission of that information using secure socket layer technology (SSL). We follow generally accepted standards to protect the personal information submitted to us, both during transmission and once we receive it. No method of transmission over the Internet, or method of electronic storage, is 100% secure, however. Therefore, we cannot guarantee its absolute security. If you have any questions about security on our Web site, you can contact us at [support@asapsystems.com](mailto:support@asapsystems.com).

## Cancellation or Termination of the Account

If you choose to cancel your Account and leave the BarCloud Service or your Account is terminated because of your breach of the Terms of Service, please contact us at [sales@asapsystems.com](mailto:sales@asapsystems.com). Please be aware that BarCloud may for a time retain residual information in our backup and/or archival copies of our data stores and databases. We will make reasonable commercial efforts to delete your information as soon as reasonably practical.

We will respond to your request to access within 30 business days.

## Accessing and Updating Personal Information

When you use the BarCloud Site, we make good faith efforts to provide you with access to your personal information and either to correct this data if it is inaccurate or to delete such data at your request if it is not otherwise required to be retained by law or for legitimate business purposes. You may update your Account information by logging into your Account. When requests come to BarCloud with regard to personal information, we ask individual users to identify themselves and the information requested to be accessed, corrected or removed before processing such requests, and we may decline to process requests that are unreasonably repetitive or systematic, require disproportionate technical effort, jeopardize the privacy of others, or would be extremely impractical (for instance, requests concerning information residing on backup tapes), or for which access is not otherwise required. In any case where we provide information access and correction, we perform this service free of charge, except if doing so would require a disproportionate effort.

## Changes to this Policy

We may update this privacy policy to reflect changes to our information practices. If we make any material changes we will notify you by email

(sent to the e-mail address specified in your account) or by means of a notice on this Site prior to the change becoming effective. We encourage you to periodically review this page for the latest information on our privacy practices.

## Questions

Any questions about this Privacy Policy should be addressed to [sales@asapsystems.com](mailto:sales@asapsystems.com) or by postal mail at:

ASAP Systems  
355 Piercy Road  
San Jose, CA 95138  
USA

