

MS4Front Privacy Policy

1. Preamble

This Privacy Policy ("Policy") outlines how Houston Engineering, Inc. ("HEI") collects, uses, processes, transfers, and discloses personal information as it applies to HEI's MS4Front Software as a Service (SaaS) solution. This policy is only to be used with MS4Front and does not apply to other HEI's products or solutions. It applies exclusively to data gathered, utilized, and processed through MS4Front (the "Service") and is subject to any legally binding agreements between HEI and a customer regarding their use of the Service. By accessing or using the Service, you acknowledge and agree to the practices detailed in this Policy.

2. Principles

HEI has designed this Policy to be consistent with the following principles:

- Data collection, storage, and processing should be simplified as much as possible to enhance the security, ensure consistency, and make the practices easy for users to understand.
- Data practices should always meet the reasonable expectation of users.

3. Personal Information Collected by HEI

As used in this Policy, "personal information" means information that would allow someone to identify you, including your name, email address, or other information from which someone could deduce your identity.

HEI collects and uses personal information in the following ways:

- **Information from Cookies:** Cookies are pieces of information that are stored by your browser or app on the hard drive or memory of your computer or other Internet access device. The Service may use different kinds of cookies and local storage for this purpose, including, but not limited to, browser-based cookies, and local storage. Cookies are used solely for features of the Service, such as to identify who you are and maintain a persistent session. If you would prefer not to accept cookies from our Site or any other website, you can modify the settings in your browser. Refer to your browser's online help feature or user manual for instructions on how to do this. By turning off browser cookies, it may make the software unusable.
- **Account Information:** HEI requires all users to provide a name and email address. This information is used solely for features of the Service and to provide support for your use of the Service.
- **Account Preferences:** HEI allows all users to specify personalized settings meant to streamline and improve the use of the platform. This information is used solely for features of the Service.
- **Incidental Data:** As a reporting platform, HEI may receive incidental personal information for an individual who does not have a relationship with HEI, including, but not limited to, the

contact information such as names, job titles, email addresses for facility or site owners or management staff. This information is used solely for features of the Service.

- HEI will never sell personal information.

4. Retention of Personal Information

All personal information collected and used as explained in Section 3 above is stored in databases provided by a third party service provider. HEI retains all personal information for the purposes for which it was collected.

5. Access to Your Personal Information

You are entitled to access, modify or remove your “Account Information” and “Account Preferences”. HEI does not generally provide an individual without an account the ability to modify personal information categorized as “Incidental Data”. In certain circumstances, you may have the right to object or restrict for legitimate reasons the processing or transfer of your personal information. If you wish to exercise any of these rights, please write to jlewis@houstoneng.com explaining your request.

6. Disclosure of Your Personal Information

HEI does not disclose any personal information to third parties except as specified elsewhere in this Policy and in the following instances:

- HEI may share personal information with our contractors and service providers in order to undertake the activities described in Section 3.
- HEI may disclose your personal information to a third party in a good faith belief that such disclosure is reasonably necessary to: (a) take action regarding suspected illegal activities; (b) enforce or apply the terms of this Policy or any legally-binding agreement made between HEI and a customer pertaining to their use of the Service; or (c) comply with legal process, such as a search warrant, subpoena, statute, or court order.

7. Security of Your Personal Information

HEI has implemented reasonable physical, technical and organizational security measures for personal information that HEI processes against accidental or unlawful destruction, or accidental loss, alteration, unauthorized disclosure or access, in compliance with applicable law. However, no website can fully eliminate security risks. Third parties may circumvent our security measures to unlawfully intercept or access transmission or private communications. If any data breach occurs, we will provide notice to all affected customers and comply with all other applicable data privacy requirements.

8. Third Party Service Providers

HEI uses third party service providers in connection with the Service, including website hosting services, database management, and many more. Some of these service providers may place session cookies on your computer, and they may collect and store your personal information on our behalf in accordance with the data practices and purposes explained above in Section 3.



9. Third Party Sites

The Service may provide links to a wide variety of third party websites. You should consult the respective privacy policies of these third-party websites. This Policy does not apply to, and we cannot control the activities of, such other websites.

10. Location of Services

If you are accessing or using the Services in regions with laws governing data collection, processing, transfer and use, please note that when HEI uses and shares your data as specified in this policy, we may transfer your information to recipients in countries other than the country in which the information was originally collected. Those countries may not have the same data protection laws as the country in which you initially provided the information. The Service is hosted in the United States, which means your personal information is located on servers in the United States.

11. Privacy Policy Updates

This Policy is subject to change at any time. Updates to this Policy are posted on the Site when they become available. We encourage you to review this Policy regularly to ensure you agree with any changes that are made. Changes become effective when we post or distribute the revised Policy. Your use of the Site constitutes your consent to the terms of this Policy. If you cannot or do not consent to the terms of this Policy, we ask that you not use this Site

