

SocioCultural Research Consultant, LLC Online Privacy Policy

Introduction

Sociocultural Research Consultants, LLC (“SCRC”) respects your privacy and the privacy of others. When using our sites and applications, you may transmit and obtain information, access online products and services, communicate with us or others, or link to other websites and services. You may choose to provide information so that SCRC can deliver enhanced products or services to you and to personalize your experience on our website and while using our applications. This online privacy policy describes how we use and try to protect any Personally Identifiable Information (“PII”) you chose to transmit or share with SCRC. This policy is effective December 1, 2006 and may be subject to change without notice.

The following principles govern websites and applications owned and operated by SCRC. These principles may or may not apply to any other websites of other entities to which we may provide links. SCRC is not responsible, and cannot control the privacy practices or content of any other website.

SCRC collects PII when you register with SCRC for use of Dedoose or any other SCRC applications or services for the following purposes:

- to access and use the products and services you or your company have ordered for your use from SCRC
- to maintain accounting and billing contact information and other financial records
- to customize the advertising and content available on our website
- to contact you regarding our services

When you register with SCRC, we ask for your name, e-mail address, physical address, telephone numbers, and, in some cases, credit card information when you order services online. Some of our customers use SCRC to include teams of researchers, colleagues, or others to use SCRC services. Some of our customers include other institutions, businesses, or organizations as collaborators. Our customers will sometimes list business offices, individuals in those offices, or others involved in payment or business transactions on behalf of the customer. SCRC may store this information on behalf of our customers as necessary to fulfill our obligations to our customers. SCRC requires that all such customers use, hold and process such PII in accordance with applicable privacy laws.

SCRC also automatically receives and records information regarding your IP address, cookie information, and the page(s) you requested.

SCRC routinely collects information that cannot be identified to a particular individual such as time-stamps and logs events (like features used, number of participants, etc.). These data are used for accounting/billing purposes as well as for performance and optimization of the SCRC services.

Some of our customers will store information on their Dedoose database that may identify the names, addresses, telephone numbers, or other identifying information linked to individuals, groups, or organizations that they have included in their information database. SCRC tries to ensure that such records are viewed only by the customer and others authorized by the customer to access such records. However, SCRC is not responsible for any unauthorized access which may result from actions beyond the sole and exclusive control of SCRC. Each SCRC customer represents that he, she, or it, has the full authority to transmit to SCRC all of the information actually transmitted.

Retention and Relevance

SCRC reserves the right to change its privacy policies. SCRC will post those changes to this policy statement at least 30 days before they take effect. Therefore, you should view this online privacy policy every 30 days to check for changes. In limited cases, we may be required to disclose certain information to comply with a legal process, such as a court order, subpoena or search warrant.

- SCRC may use and retain your PII when you use this website or other SCRC applications, or services. SCRC may also receive PII from its business partners.
- SCRC retains the PII that it collects only for the period of time such information is required to achieve the purposes set forth above. Generally, the retention period, will not be greater than two years after you cease to be an active customer depending on the purpose and any regulatory or audit requirements (e.g., financial records may be retained for a longer period to satisfy audit requirements).
- SCRC uses and retains only your PII which is directly relevant to the purpose for which it is collected. This information is retained as you provide it, but will be updated when you notify us of changes in order to maintain its accuracy.
- SCRC assumes no independent responsibility to verify the accuracy or currency of any PII.
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Information Sharing and Disclosure

- SCRC will not sell or rent your PII except as authorized under this policy.
- SCRC will send PII about you to other companies or people only when:
 - SCRC has your consent to share the information;
 - SCRC needs to share your information to provide the application or service you have requested;
 - SCRC needs to send the information to companies who work on behalf of SCRC in order to provide an SCRC application or service or to otherwise assist SCRC with its business activities;

- SCRC determines, in its sole and absolute discretion, that it is necessary to transmit your PII to respond to subpoenas, court orders or engage in the legal process; or
 - SCRC determines that your actions on our websites violate the SCRC End User License Agreement or Terms of Service
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Corrections or Modifications to PII

You can direct SCRC to edit, correct, or erase your PII, at any time, except as otherwise provided for in this policy. To request such account maintenance, send your e-mail request to support@Dedoose.com. You may also indicate that you do not wish to receive messages from SCRC regarding our services or update your information relating to such messages at support@Dedoose.com. Following your request for either type of data editing, your information will be changed within a reasonable amount of time in SCRC's databases after we receive the information necessary to process your request.

Confidentiality

SCRC strongly recommends that you carefully guard any passwords issued by SCRC for use of the websites or applications. It is the policy of SCRC to require that each customer identify one, and only one, individual to whom an administrative password will be issued (the "Account Administrator"). The Account Administrator is solely and exclusively responsible for guarding their password. Any additional passwords authorized for multiple users of Dedoose will be issued to the Account Administrator, who will have sole and exclusive responsibility to provide any additional passwords to other authorized users. SCRC is not responsible for any unauthorized acquisition and use of passwords or unauthorized access to Dedoose resulting from such acquisition and use after the Account Administrator is provided the administrative password issued by SCRC.

The Account Administrator may choose to relinquish a password at any time. However, such relinquishment will only be effective if done so according to SCRC's policies and procedures. Within thirty (30) days of service termination, SCRC will terminate all passwords issued to the Customer.

Release

By clicking the "I Agree" button when establishing your account, you agree that you have read and understood the terms of this online privacy policy and that in exchange for use of SCRC's website and applications you release and forever discharge SCRC and its predecessors, successors, owners officers, directors, shareholders, members, representatives, managers,

heirs, assigns, employees, agents, and insurers from any liability for disclosure of any PII, whether disclosed by SCRC or any other person or entity and whether such disclosure was intentional, unintentional, or otherwise.