

MEC Pro Privacy Policy

As at 2021/01/01

MEC Pro ("MEC") is part of the Digital Partners Inc Group of Canada. This privacy policy will explain how our organization uses the personal data we collect from you when you use our MEC Pro SaaS platform.

Topics:

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What data do we collect?

Our Company has on file the following data:

- Personal identification information of the MEC Account holder (Name, email address, phone number, physical business address)
- If paying by credit card we will have your credit card number on file within our Payment Processor in order to bill you for use of the MEC platform.
- We use STRIPE payment processing. Credit card information is securely stored only within the Stripe platform.

How do we collect your data?

You directly provide MEC Pro platform with most of the data we collect. We collect data and process data when you:

- Register online or place an order for any of our products or services.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- We record each time you or one of your user's login to the MEC Pro platform. This information is contained and visible to you in the MEC Platform's Dashboard as the 'Activity Log'
- MEC Currently does not receive data about you or your business from any indirect or third-party source

How will we use your data?

MEC collects your data so that we can:

- Process your order, manage your account.
- Email you with special offers on other products and services we think you might like.
- Email you with information about enhancements or bug fixes.
- MEC will not share your data with any partner or third party companies or services under any circumstances
- When MEC processes your order, MEC may send your data to, and also use the resulting information from, credit reference agencies to prevent fraudulent purchases.

How do we store your data?

- Our Company securely stores your data at our data center in Toronto, Canada.
- If you cancel your subscription MEC will retain your MEC data (Customer, Materials, Jobs) in the form of a database backup file for 3 months. This backup data will not be shared with any third party. Once this time period has expired, we will delete your backup from our servers.

Marketing

- MEC would like to send you information about products and services of ours that we think you might like
- If you have agreed to receive marketing, you may always opt out at a later date.
- You have the right at any time to stop MEC from contacting you for marketing purposes or giving your data to other members of the Digital Partners Group.
- If you no longer wish to be contacted for marketing purposes, please click email 'support' from the MEC Pro platform and request to be removed

What are your data protection rights?

MEC would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

- The right to access - You have the right to request MEC for copies of your personal data. We may charge you a small fee for this service.
- The right to rectification - You have the right to request that MEC correct any information you believe is inaccurate. You also have the right to request MEC to complete information you believe is incomplete.
- The right to erasure - You have the right to request that MEC erase your personal data, under certain conditions.
- The right to restrict processing - You have the right to request that MEC restrict the processing of your personal data, under certain conditions.
- The right to object to processing - You have the right to object to MEC's processing of your personal data, under certain conditions.
- The right to data portability - You have the right to request that MEC transfer the data that we have collected to another organization, or directly to you, under certain conditions. We may charge you a small fee for this service.
- If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: support@mecpro.ca
- Call us at: 613-839-4622

What are cookies?

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

How do we use cookies?

MEC uses cookies in a range of ways to improve your experience on our platform, including:

- Keeping you signed in
- We don't use cookies on our site in any special way on our site.

What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

- **Functionality** -Our Company uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.
- **Advertising** -Our Company uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. MEC does not share this data with any third parties for advertising purposes.

How to manage cookies

You can set your browser not to accept cookies, however, in a few cases, some of our platform features may not function as a result.

Privacy policies of other websites

MEC platform may contain links to other websites. Our privacy policy applies only to our platform, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

MEC Pro keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on January 1, 2021



How to contact us

If you have any questions about MEC's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

support@mecpro.ca or 613-839-4622