

Codify Legal Publishing Inc.® Privacy Policy

Last updated on January 1, 2018.

This Privacy Policy (this “**Policy**”) describes how Codify Legal Publishing Inc. (“**Codify**”, “**us**”, “**our**” or “**we**”) collects, stores, uses and discloses Personal Information (defined below) from individuals who use the website located at www.codifylegalpublishing.com and all other Codify® websites with authorized links to this Policy (the “**Sites**”). Generally speaking, products or services provided by us that you purchase and use (the “**Products**”) will be covered by separate policies specific to the applicable Products. This Policy does not apply to corporate or business information or employee information.

Codify commits to protecting your privacy. We’ve created this policy to explain:

- 1) the information we collect, use and share about you when you use our Sites and why;**
- 2) the options we provide to minimize the Personal Information you provide to us; and**
- 3) the steps we take to protect your Personal Information.**

By visiting our Sites, or providing your personal information to us via any other means, you consent to the collection, use, disclosure and processing of your Personal Information as defined below.

ABOUT US

The Sites provide information to potential customers and others interested in learning more about Codify.

INFORMATION WE COLLECT

- *Information you provide to us.* You do not have to provide Personal Information (defined as information about an identifiable individual such as your name, address, telephone number and email address) to visit our Sites. When you submit an inquiry via our Sites, however, you must provide your name and email address so that we can respond to your inquiry.
- *Information we collect from your use of our Sites.* We or our service providers collect technical information (such as the type of browser you use, your operating system and your Internet service provider) to provide you with the Sites, to improve your experience using the Sites, to customize information provided to you, and to develop new services. Like most companies, we automatically gather this information and store it in log files each time you use our Sites.

HOW WE USE INFORMATION

- *Information you provide to us.* We use information you provide to us to respond to your inquiries, send communications to you by email (provided that you will only receive promotional emails if you have consented to receive them, or if they are automatically sent to users of our Products), and to improve our Sites. We may use third parties to assist us in processing your personal information, and we take reasonable steps to confirm that such third parties protect the confidentiality and security of the information we provide to them.
- *Information we collect from your use of our Sites.* We use information you provide to help diagnose technical problems, administer our Sites, and improve the quality and types of services we deliver. We use cookies to assist in delivering the Sites and to provide a positive and personalized user experience. We or

our third party providers may use cookies or other analytics software (e.g. Google Analytics) to analyze how individuals use the Sites. You may disable cookies within your browser, but please note that if you do this you will lose full functionality on the Sites. For certain browsers, you can take steps to prevent Google from collecting information in connection with Google Analytics as set out here:

<http://tools.google.com/dlpage/gaoptout>.

- *Opting out.* If you receive promotional or marketing emails, you may opt out at any time, by emailing us at admin@codifylegalpublishing.com. Please note that it may take us up to 30 days to remove your contact information from our marketing communications list.
- We use aggregated information based on your usage of the Sites, but it does not identify you personally.

INFORMATION WE SHARE

- We may share non-personal, aggregated information with third parties.
- Personal Information we collect is for internal use only and we will not authorize the release of this information to anyone outside Codify, except where:
 - (i) necessary to share the information with the third party service providers we use to help operate our business (e.g. suppliers that host our data or provide technology solutions), but solely to the extent reasonably necessary for such third parties to perform these functions;
 - (ii) necessary to protect us, our other users, third party service providers or law firm partners, or when required or permitted by law;
 - (iii) necessary in connection with a merger, financing, acquisition or dissolution transaction or proceedings involving sale, transfer, bankruptcy or divestiture or all or a portion of our business or assets (provided that if another company acquires our business or assets, that company will have your Personal Information and will assume the rights and obligations regarding your Personal Information in this Privacy Policy); or
 - (iv) you have consented to such disclosure.

SECURITY

The security of your Personal Information is important to us. We store, use, and maintain your Personal Information using procedures designed to limit loss, unauthorized access, use, or disclosure. Despite these measures, you acknowledge that Codify cannot fully eliminate security risks associated with Personal Information.

CHILDREN AND MINORS

Persons under the age of majority in the jurisdiction where they reside are not permitted to use our Sites. We don't knowingly collect, use or disclose Personal Information from children under 13, and if we learn that we have collected Personal Information of a child under 13, we will take prompt steps to delete it.

WHEN THIS POLICY APPLIES

Our Privacy Policy applies to the Sites offered by Codify. It does not apply to information you choose to share with Third Party Sites (as defined in our Terms of Service).

INTERNATIONAL USERS

Our servers and our service providers may be located in the United States, Canada or other countries. Because of this, your Personal Information may be available to the U.S., Canadian or other government or its agencies under a

lawful order made in that country. The laws of those countries may be less strict regarding your Personal Information than the laws where you live.

PRIVACY QUESTIONS

We welcome your feedback regarding this Privacy Policy. If you have any questions or concerns, or you wish to access or update the Personal Information we have collected about you, please contact:

Codify Legal Publishing Inc.
Attn: VP Legal / Head of Privacy
10th Floor
10 Dundas Street East
Toronto, ON
M5B 2G9
admin@codifylegalpublishing.com

If you are not satisfied with our response to your inquiry, you may contact the Privacy Commissioner of Canada at:

112 Kent Street
Ottawa Ontario
K1A 1H3
1.800.282.1376

MODIFICATIONS

Please check back often for the latest information on our privacy practices. When we update this Privacy Policy we will change the “Last Updated” date above. If we make any material changes in the way we use your Personal Information, we will notify you by sending you an e-mail to the last e-mail address you provided to us and/or by prominently posting notice of the changes on our Site. Any material changes will be effective 30 days following our posting of this notice, or immediately for new users or new features. Continued use of our Sites following notice indicates your agreement to be bound by the terms and conditions of such changes.