



# CONTRACTPROBE

BY NEURAL CONTRACT

## PRIVACY POLICY

Documents uploaded for a review by ContractProbe are never kept after a scan.

If personal information (that is, information about you as an individual) is contained in a contract that you upload then the personal information will be permanently deleted when we delete our copy of your contract (within a minute of you uploading the contract). It will only be used by us for the purposes of that contract review and no copies of it will be kept.

The rest of this statement only applies to personal information which you give us in some other form (for example in an email). We will use that sort of personal information for the purposes for which you provided it to us or for any other purpose that you would reasonably expect.

If you do send us your personal information, we will use it for the purposes for which you provided it to us or for any other purpose that you would reasonably expect.

We will not use it for any other purpose or disclose it to any other person.

We may hold any personal information that you do send us in either electronic or hard copy form. We take reasonable steps to protect your personal information from misuse, interference and loss, as well as unauthorised access, modification or disclosure and we use a number of physical, administrative, personnel and technical measures to protect your personal information. For example, we conduct all file uploads using a SSL connection, 2048 bit encryption.

We may disclose any personal information that you provide to us to cloud service providers located in the USA and Australia.

You can access the personal information we hold about you by contacting us at [info@neuralcontract.com](mailto:info@neuralcontract.com). Sometimes, we may not be able to provide you with access to all of your personal information and, where this is the case, we will tell



Email



Linkedin

you why. We may also need to verify your identity when you request your personal information.

If you think that any personal information we hold about you is inaccurate, please contact us and we will take reasonable steps to ensure that it is corrected.

If you think we have breached any privacy legislation that governs us, or you wish to make a complaint about the way we have handled your personal information, you can contact us using the details set out above. Please include your name, email address and/or telephone number and clearly describe your complaint. We will acknowledge your complaint and respond to you regarding your complaint within a reasonable period of time. If you think that we have failed to resolve the complaint satisfactorily, we will provide you with information about the further steps you can take.

To the extent that The Neural Contract Company is required to have a Privacy Policy, this statement is intended to stand as that policy.

**Date: 21 November 2016**