



Valiant Portal | Privacy Policy

This Privacy Policy (the “**Privacy Policy**”) applies to the Valiant Portal Employee Self Service Solution (together with all related services of Valiant accessed through the service, the “**Service**”), a service of Valiant Communication, Inc. (together with its affiliates Valiant Solutions, Inc. and Valiant Payroll Services, Inc., “**Valiant**”).

This Privacy Policy contains information regarding the manner in which we collect, use, share and maintain information, including Personal Information, in connection with the Service. “**Personal Information**” is specific information about you that you provide in connection with your use of the Service, such as your name, address, phone number, e-mail address, date of birth, social security number, marital status, payroll exemptions and other similar personal, employment and payroll information.

If you have any questions about this Privacy Policy, please email us at privacy@valiant.com or write to us at Valiant Solutions, Inc., 110 Crossways Park Drive, Woodbury, NY 11797, Attn: Quality Assurance.

Information we collect and how we use it:

Valiant may collect the following types of information, including Personal Information, in connection with your use of the Service:

- **Information you provide** – When you use the Service, you may provide certain information, including Personal Information, to Valiant.
- **Log information** – When you use the Service, our servers automatically record information that your browser sends whenever you visit a website. These server logs may include information such as your Internet Protocol address, browser type, browser language, the date and time of your access and one or more cookies that may uniquely identify your browser.
- **Cookies** – When you use the Service, Valiant may send one or more cookies - a small file containing a string of characters - to your computer that uniquely identifies your browser. Valiant uses cookies to improve the quality of our services by storing user preferences. Most browsers are initially set up to accept cookies, but you can reset your browser to refuse all cookies or to indicate when a cookie is being sent. However, some features of the Service may not function properly if your cookies are disabled.
- **Links** – The Service may contain links to other third-party websites. These links may be presented in a format that enables Valiant to keep track of whether these links have been followed.
- **Device Information** – Valiant may collect device-specific information such as your hardware model, operating system version, and mobile network information (including phone number), if applicable.
- **Location Information** – If you use location-enabled services in connection with your use of the Service, Valiant may collect and process information about your physical location, like GPS and Wi-Fi signals sent by a mobile device.
- **User communications** – If you send e-mail or other communications to Valiant through the Service, Valiant may retain those communications in order to process your inquiries, respond to your requests and improve our services.



Valiant may use the information that it collects for the following purposes: (i) providing the Service to you; (ii) auditing, research and analysis in order to maintain, protect and improve the Service; (iii) ensuring the technical functioning of our network upon which the Service may be hosted; (iv) developing new content, features and services that may be available in connection with the Service; and (v) processing user inquiries and responding to user requests.

Information sharing

Valiant shares information collected in connection with your use of the Service, including Personal Information, with other companies or individuals outside of Valiant in the following limited circumstances:

- Valiant provides such information, including Personal Information, to your employer and, as directed by your employer, to your employer's agents and contractors, in connection with the provision of the Service to you and the provision of other time and attendance, scheduling, employment, payroll, employee benefit and related services to you and/or your employer.
- Valiant provides such information to trusted agents and third-party contractors of Valiant in connection with the provision of the Service to you and the provision of other time and attendance, scheduling, employment, payroll, employee benefit and related services to you and/or your employer. In connection with the provision of such information to trusted agents and third-party contractors of Valiant, we require that such parties agree to adhere to appropriate confidentiality and security measures with respect to Personal Information.
- Valiant has a good faith belief that disclosure of such information is reasonably necessary to (a) satisfy any applicable law, regulation, legal process or enforceable governmental request, (b) enforce the Terms of Use applicable to the Service, including investigation of potential violations thereof, (c) detect, prevent, or otherwise address fraud, security or technical issues, or (d) protect against imminent harm to the rights, property or safety of Valiant, its users or the public as required or permitted by law.
- Valiant otherwise has your consent.

In addition, Valiant may share with third parties certain pieces of aggregated and/or statistical, non-personal information with third parties. Such information does not identify you individually.

If Valiant is involved in a merger, acquisition or asset sale, we will continue to ensure the confidentiality of any personal information and give affected users notice before personal information is transferred or becomes subject to a different privacy policy.

Information security

Valiant employs appropriate security measures to protect against unauthorized access to or unauthorized alteration, disclosure or destruction of Personal Information. These measures include industry standard techniques such as firewalls, encryption, intrusion detection and site monitoring, physical security measures to guard against unauthorized access to systems where we store Personal Information, and internal reviews of our data collection, storage and processing practices and security measures.

Unfortunately, no data transmission over the Internet can be guaranteed to be 100% secure. As a result, while Valiant strives to protect your Personal Information, Valiant cannot guaranty the security of any information you transmit to us or receive from us over the Internet. This is especially true if you transmit information via e-mail. Valiant cannot protect Personal Information that you transmit via e-mail until it is received.

We are governed by SSAE 16 Type II compliance with respect to the logical and physical security of our business. We review our security procedures from time to time as we deem appropriate.



How you can help protect your information

If you have been issued a password in connection with your use of the Service, Valiant recommends that you do not divulge your password to anyone. Valiant will not ask you for your password in an unsolicited phone call or in an unsolicited e-mail. Valiant also recommends that you sign out of the Service and close your browser window when you have finished your work. This is to help ensure that others cannot access your information if others have access to your computer.

Application of this Privacy Policy

This Privacy Policy applies to services offered by Valiant. This Privacy Policy does not apply to services offered by other companies, including services that may be displayed to you in other sites linked from our services.

Changes to this Privacy Policy

Valiant may change this Privacy Policy from time to time. Valiant recommends that you periodically review this Privacy Policy in order to be apprised of any changes. If you do not agree to the modified terms, you should discontinue your use of the Service.