

## **EFFECTIVE April 19, 2022**

Kantola Training Solutions, LLC, (“Kantola,” or “Company”) provides workplace solutions to our customers (“Services”). Kantola is headquartered in Mill Valley, California and has data center locations in Atlanta, GA and Miami, FL.

Kantola respects the privacy of every individual who visits [www.kantola.com](http://www.kantola.com) (“Website”) and/or purchases its Services. This Privacy Policy is our commitment to transparency in communicating how Kantola collects, uses, and discloses the information that is collected from you, the visitor of its website and/or customer as well as the choices you have with respect to the information.

### **Scope of Policy**

This Privacy Policy applies to how we collect, use, and disclose information from the following individuals:

- Customers – individuals who register, on their own or on behalf of an entity, to use Kantola Services with the creation or administration of a Kantola account.
- Marketing Participants – individuals who provide their information to Kantola when they subscribe to our newsletter, view previews of courses, or take courses.
- Website Visitors and Course Previewers – individuals who visit Kantola’s Website and opt to provide contact information including an email address to receive communications from Kantola and/or to preview courses for evaluation purposes.

Our Services are designed for businesses and are not intended for personal or household use. Accordingly, we treat all personal information covered by this Privacy Policy, including information about any visitors to our website, as pertaining to individuals acting as business representatives, rather than in their personal capacity.

This Privacy Policy does not apply to the personal information processed, maintained or otherwise managed by Kantola solely for the benefit of, on the behalf of or under the exclusive direction or control of our Customers. Our Customers are responsible for the information they or their end users store in our hosting environment as well as compliance with applicable laws and regulations, and Kantola’s terms related to the collection and storage of personal information. To learn more about the processing of your personal information in that context, please consult the relevant Customer’s privacy policy.

## **Information We Collect**

### **Customers**

Kantola asks for your account information which includes your name, business name, email address, employee numbers, professional titles, professional organization information, employment related dates, physical address, phone number, credit card and bank account information (stored directly with a third party processor), and website domain. By voluntarily providing Kantola with your account information, you represent that you own and consent to our use of such personal data. We may also collect testimonial data, and information from courses, including survey data, from Customers.

### **Course Previewers**

Kantola may ask for your name, email address, and phone number in order for you to preview courses for evaluation purposes. We may also collect information from courses, including survey data, from Course Previewers.

### **Website Visitors**

At your option, Kantola collects information such as web server logs, internet protocol (IP) addresses, browser type, or other information as part of aggregated data.

### **Cookies and Other Tracking Technologies**

Kantola uses cookies, beacons, tags, and other tracking technologies to gather demographic information about you, identify your visits to our Website, and other interactions with our Website. We gather information such as internet protocol (IP) addresses, internet service provider (ISP), operating system, browser type, date/time stamp, and store it in log files. To collect this information, a cookie may be set on your computer or device when you visit our Website.

You can control how websites use cookies by changing your cookie settings ([www.aboutcookies.org](http://www.aboutcookies.org)), but your modification may limit your use and functionality of some of the features on our Website. We may also use cookies and other tracking technologies to provide you advertising based on your browsing activities. You may opt out of targeted advertisements by visiting <http://optout.networkadvertising.org>, or if located in the EEA, you may opt out by visiting <http://www.youronlinechoices.eu/>.

## **How We Use Your Information**

Kantola uses the information it collects about you in the following ways:

- To respond to any requests from you regarding sales and support.

- To provide you with marketing emails, special offers, advertising campaigns, or newsletters.
- To provide you with information logs associated with the use of Kantola's Services.
- To contact you regarding functionality changes to our Services or Website.
- To develop new features and functionality to our Services and Website.
- To collect payment and bill for our Services.
- For other purposes for which we obtain your consent.

### **How We Share Information**

Kantola shares the information it collects about you in the following ways:

- **Third Party Providers** – Kantola may share your information with third party providers that provide services on our behalf. These companies may assist with marketing support, processing credit card payments, content delivery, email, providing sales leads, and customer support. Third party providers may only process personal information pursuant to Kantola's instructions.
- **Business Transactions** – To provide information to a third party in the event of any disposition of all or any portion of our business (e.g. reorganization, sale, assignment, bankruptcy).
- **Aggregated or De-identified Data** – We may disclose or use aggregated or de-identified information with third party providers for research purposes relating to our Services.
- **As Required by Law or Similar Investigations** – To comply with legal obligations (e.g. subpoena) or investigate potential legal violations. Kantola may be required to share personal data in response to lawful requests from public authorities including to meet national security and/or law enforcement requirements.
- **Safety** – We may disclose your information to protect and defend the safety of Kantola in connection with investigating and preventing fraud or security issues.
- **Consent** – Kantola may share your information with your consent.

### **Your Choices**

You may unsubscribe from receiving promotional or marketing emails from Kantola at any time by using the "unsubscribe" link in the email received, or by emailing us at [support@kantola.com](mailto:support@kantola.com). As outlined in the Section, Cookies and other Tracking Technologies, you can also control your cookie settings.

With respect to your account information, you may update, correct or delete information that you provided to us by logging into your Kantola account or contacting us at [info@kantola.com](mailto:info@kantola.com)

## **International Transfers**

Kantola is a US Company and may transfer your personal information to countries other than the country where you are located, including to the United States or any other country in which we or our service providers maintain facilities.

## **Your Choices and Rights**

For more information about how we handle personal information, including to update or correct your personal information or to unsubscribe from our marketing emails, please email [support@kantola.com](mailto:support@kantola.com). Kantola may need to verify that the individual is inquiring about his/her own information before we can assist with the request.

## **Security**

We take appropriate security measures on both a technical and an organizational level, designed to keep your Personal Information secure. Our technical, administrative and physical procedures are designed to protect personal information from loss, theft, misuse and accidental, unlawful or unauthorized access, disclosure, alteration, use and destruction. The transmission of data via the internet is not completely secure, and we cannot guarantee the security of your information.

You also share responsibility for maintaining the privacy and security of your personal information, for example, by not allowing any third party to use your personal account to the Services and avoiding all other non-authorized access to your login and access code. We encourage you to immediately notify us of any unauthorized use of your personal account by sending an e-mail to [info@kantola.com](mailto:info@kantola.com)

## **Children**

Our Website and/or Services are not directed at children and our services are designed for businesses. We do not knowingly collect information from or about children under 13 years of age, and use of our services by children under 13 years of age is forbidden.

## **Retention**

We retain personal information for as long as necessary to fulfill the purposes for which we collected it, including for the purposes of satisfying any legal, accounting, or reporting requirements, to establish or defend legal claims, or for fraud prevention purposes. To determine the appropriate retention period for personal information, we consider the amount, nature, and sensitivity of the personal information, the potential risk of harm from unauthorized use or disclosure of your personal information, the purposes for which we process your personal information and whether we can achieve those purposes through other means, and the applicable legal requirements.

## **Changes to Privacy Policy**

Kantola reserves the right to modify this Privacy Policy at any time, however, should we change the Privacy Policy in a material way, a notice will be posted on our website

along with the updated Privacy Policy. If you disagree with the changes, you should not use the Services.

Contact us, as follows.  
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55 Sunnyside Avenue  
Mill Valley, CA 94941  
415.381.9363  
[support@kantola.com](mailto:support@kantola.com)