

Updated Date: May 1, 2022

These Terms & Conditions (the "Agreement") are agreed to by you and Central Michigan University Research Corporation ("CMURC," "we," "us," or "our"), collectively the "Parties". By accessing the Websites, member information, and payment terms, you authorize CMURC to charge credit cards with a 3% processing fee or deduct from ACH/e-check. This Agreement will automatically renew on a monthly basis and be invoiced on the first of every month, unless you provide written notice to cmurc@cmurc.com terminating the Agreement at least ten (10) days prior to the next invoice date. Payment is due as of the start date on the invoice, and you will not receive access to the facilities until payment is received. If payment is not received within ten (10) days of the due date, your access will be terminated, and a late fee may be applied to your account. All payments are non-refundable. CMURC reserves the right to deny you access to the Websites, the facilities, and all products and services if payment is declined or is not made. Credit card payments are processed through a third-party vendor utilized by CMURC. A credit card OR ACH account must be on file for billing purposes.

CMURC and/or its designees, reserve the right to use and reproduce information disclosed about yourself and/or your company for the purposes of business or publicity (photo and video testimony). CMURC is part of a Michigan SmartZone that requires monthly surveys. By accessing the Websites, you are agreeing to participate and the disclosure of information.

By accessing the Websites, facilities, products and services of CMURC, you agree to abide by the CMURC Community Handbook located on <https://cmurc.com/cowork> as well as this Agreement.

GUIDELINES FOR ADMISSION

It is the primary mission of CMURC to support company growth that enables enabling client companies to expand their services and create jobs in the region. Every effort will be given to provide advice and assistance with the below items. The CMURC community is a diverse blend of CoWork members, Virtual members, and/or Accelerator members. All community members have access to the CMURC mobile app and Member Portal, Pickspace.com. This is where a member profile and skill sets can be set, jobs are posted, invoices are managed, conference rooms are reserved, and one can interact with the full community.

FACILITIES & SERVICES

Business Hours

Doors at all facilities are locked due to safe workspace guidelines, but based on the membership level keyfob access to all facilities is available 24/7. Electricity, heating and air conditioning will be provided for comfortable and suitable occupancy of the premises under normal business operations, 24 hours a day, and seven days a week.

Security & Building Access

Security is everyone's responsibility, and cameras are within all four CMURC facilities. Clients will be responsible for meeting and escorting guests to and from their offices. Lost keys and/or key fobs must be reported immediately, and you may be subject to a lost key fee of up to \$100.00, which will be used by CMURC to cover cost of replacement of key and re-coring of lock. All keys and key fobs must be accounted for and returned upon leaving CMURC permanently. When an employee who has been assigned a key and/or key fob leaves employment with the tenant at CMURC, the company is responsible for returning the key and key fob to CMURC manager. Please do not reissue the key to another employee.

Background checks may be required for tenants and employees.

Dress Code

Because our work environment services numerous customers, professional to business casual attire and appropriate grooming is essential. A few examples of appropriate business attire include button up shirts with pressed khaki pants, a sweater and shirt with pants, jacket, sweater and skirt or business suit. Jeans are appropriate with collared shirts or sweaters if not dealing directly with clients, however, not allowed attire includes, but is not limited to: Casual flip flops and/or sandals, Sweatpants, Shirts without sleeves, and/or Shirts that expose abdomen area.

Conference Rooms

Conference rooms are available to reserve through the Member Portal, cmurc.pickspace.com. Rooms are reserved with credits. Members are responsible for providing their own refreshments for meetings.

There are ipads outside each conference room where you can see availability. Please reserve the room, and do not occupy a room that you have not reserved. Please be kind to your fellow coworkers by releasing reserved rooms when meetings are cancelled. It is your responsibility to clean and return the room to its original arrangement immediately following end of all meetings.

CoWorkers are responsible for cleaning conference rooms immediately following meetings. All trash, such as paper goods, Styrofoam cups, etc. should be placed in waste receptacles. Wash and return coffee cups to the kitchen area. Please remove any materials used for demonstration purposes and erase material on white boards. Return any moved furniture to original arrangement.

EVENT POLICY

If you would like to host an event, requests to host in a CMURC Facility must be submitted to CMURC team member no later than 14 days prior to the event date. The following information must be submitted: Event Date, Event Description, Event Hours, Event Host Name, Event Host Contact, Anticipated Guest Count, Catering Company, Janitorial Provided By.

Should a conflict arise, consideration of the tenant's reservation request shall be weighted based on equitable factors, including the tenant's leased space. The maximum occupancy of CMURC spaces varies and must be adhered to at all times.

Catering companies must be licensed to serve food and alcohol. Event hosts must remain present for the duration. No smoking is permitted anywhere in or around the building.

Housekeeping: Please ensure space is returned to original condition at conclusion of the event. A minimum charge of \$100 will be levied to any party not complying to cover costs for additional cleanup. Any damage to the space will be charged to the responsible party – report any damage to CMURC team.

Noise Ordinance: Out of respect for local and surrounding businesses, noise is prohibited between the hours of 9 p.m. and 7 a.m.

Kitchen

The kitchen is available for use by all tenants. Coffee will be available. If your facility is out of coffee, please notify the CoWork manager as soon as possible.

If you use the sink area, microwave, toaster, or refrigerator, please leave it clean, this includes washing your coffee cups and dishes and wiping out spills and splatters in the microwave.

Please remove any items that you may have stored in the refrigerator that are old or spoiled. Cleanliness is important not only as a common courtesy, but also because there are frequent visitors who tour the CMURC and a positive impression is important.

POLICIES & RULES

The following rules will apply to all leases and licenses, provided that on a case by case basis CMURC may agree to rules other than set forth in this handbook. In such cases, or if there is a conflict between provisions within this handbook and a tenant's lease or license agreement, the terms of the lease or license agreement will apply.

1. Client shall not solicit business from other clients in the building and shall not exhibit, sell or offer to sell, use, rent or exchange any item or services in or from the premises unless ordinarily included within client's use of the premises as specified in the lease.
2. Client shall not make any use of the premises which may be dangerous to person or property or which shall increase the cost of insurance or require additional insurance coverage.
3. Client shall not paint, display, inscribe or affix any sign, picture, advertisement, notice, window coverings, lettering or direction or install any lights on any part of the outside or inside of the building, and then not on any part of the inside of the premises which can be seen from outside the premises, except as approved by CMURC in writing.
4. Client shall not use the name, logo, trademark or pictures of the building in advertising or other publicity, without CMURC's prior approval.
5. Client shall not obstruct or place objects on or in sidewalks, entrances, passages, courts, corridors, vestibules, halls, elevators and stairways in and about the building. Client shall not place objects against glass partitions or doors or windows or adjacent to any open common space which would be unsightly from the building corridors or from the exterior of the building.
6. Bicycles shall not be permitted in the building other than in locations designated by CMURC.
7. Other than service animals, animals are not allowed on the premises of any CMURC building.
8. Client shall not disturb other clients or make excessive noises, cause disturbances, create excessive vibrations, odors or noxious fumes or use or operate any electrical or electronic devices or other devices that emit excessive sound waves or are dangerous to other clients of the building or that would interfere with the operation of any device or equipment or radio or television broadcasting or reception from or within the building or elsewhere, and shall not place or install any projections, antennae, aerials or similar devices outside of the building or the premises.
9. Client shall not waste electricity or water and shall cooperate fully with CMURC to assure the most effective operation of the building's heating and air conditioning and shall refrain from attempting to adjust any controls. Client shall keep all doors to the premises closed and not bring any supplemental heating or cooling devices (i.e. space heaters).
10. Except as otherwise provided in the lease, client shall not install any signal, communication, alarm or other utility or service system or equipment without the prior written consent of CMURC.
11. CMURC may require that all persons who enter or leave the building identify themselves to security personnel, by registration or otherwise. CMURC, however, shall have no responsibility or liability for any theft, robbery or other crime in the building. Client shall assume full responsibility for protecting the Premises, including keeping all doors to the premises locked after the close of business.
12. Client shall not overload floors; and client shall obtain CMURC's prior written approval as to size, maximum weight, routing and location of furniture, business machines, safes, and heavy objects. Client shall not install or operate machinery or any mechanical devices of a nature not directly related to client's ordinary use of the premises.
13. In no event shall client bring into the building flammables such as gasoline, kerosene, naphtha and benzene, or explosives or firearms or any other articles of an intrinsically dangerous nature.
14. No person or contractor, unless approved in advance by CMURC, shall be employed to do janitorial work, interior window washing, cleaning, decorating or similar services on the premises.
15. Client shall not use the premises for lodging, cooking (except for microwave reheating and coffee makers) or manufacturing, or selling any alcoholic beverages or for any illegal purposes.
16. Client shall comply with all safety, fire protection and evacuation procedures and regulations established by CMURC or any governmental agency.
17. Client shall cooperate and participate in all reasonable security programs affecting the building.
18. Client shall not go onto the roof of the building or any other non-public areas on the premises and CMURC reserves all rights to control the public and non-public areas of the building. In no event

shall client have access to any electrical, telephone, plumbing or other mechanical closets without CMURC's prior written consent.

19. Client shall not dispose of any foreign substances in the toilets, urinals, sinks or other washroom facilities, nor shall client permit such items to be used other than for their intended purposes, and client shall be liable for all damages as a result of a violation of this rule.
20. Client shall not smoke nor permit its employees, guests, invitees or others to smoke in any areas of the building or at entrances. Both smoke or smoke-less tobacco products are prohibited inside all CMURC facilities.
21. CMURC reserves the right to periodically modify these policies, rules, handbook terms and schedules or alter them on a case-by-case basis through discussions with client companies.
22. Tenant shall indemnify and hold harmless CMURC, its officers, agents and servants, from and against any and all claims, actions, liability and expense in connection with loss of life, bodily injury and damage to property arising from or out of any occurrence in, upon or at the leased premises, or the occupancy or use by tenant of the leased premises or any part thereof, or occasioned wholly or in part by any act or omission of tenant, its agents, contractors, employees, servants, subtenants or invitees, unless the same be caused by the willful act of CMURC.
23. Alcoholic beverage regulations: Dispensing of all alcoholic beverages shall be subject to approval by CMURC management. All alcoholic beverages shall be restricted to designated areas in each building. 1) Alcoholic beverages shall NOT be allowed in hallways, restrooms, or any area that has not been authorized by the director of the center. 2) The following restrictions shall govern all activities where alcoholic beverages are served: a) Michigan State laws will be met as governed by the Michigan Liquor Control Act. b) Upon request, any person or persons shall display picture identification as proof that such person has reached the legal drinking age. c) The sale of alcohol on the premises is prohibited.
24. Facility Closure: CMURC operations may be suspended due to weather conditions, physical damage or other emergency conditions that prevent normal operations. The decision to close all or part of the facilities for reasons of weather, building conditions or disruptive actions will be made by the President and CEO or his/her designee.

Confidentiality and Nondisclosure

You understand that CMURC's client, member, and partner relationships are valuable, special, and unique assets of CMURC. You understand that CMURC may have disclosed or may disclose information relating to proprietary information which may include, without limitation: (i) computer programs, technical drawings, algorithms, know-how, formulas, processes, ideas, inventions (whether patentable or not), schematics, product development plans, and other technical information; (ii) client, customer, or Exchange member/partner information, contacts, and identities; and (iii) to the extent previously or subsequently disclosed is hereinafter referred to as "Proprietary Information."

In consideration of the parties' discussions and any access to CMURC's Proprietary Information you agree as follows:

1. You will (i) hold the CMURC's Proprietary Information in confidence and take reasonable precautions to protect such Proprietary Information, including, without limitation, all precautions you employ with respect to your own confidential materials; (ii) not divulge any such Proprietary Information or any information derived therefrom to any third person; and (iii) not make any use of such Proprietary Information except for the purposes for which the disclosures are made. You agree not to profit or attempt to profit off of CMURC's Proprietary Information without the express written consent of CMURC.

Without granting any right or license, CMURC agrees that the foregoing restrictions shall not apply with respect to any information after five (5) years following the disclosure thereof or any information that you can document: (i) is or becomes, through no improper action or inaction by you, generally available to the public; or (ii) was in its possession or known by you prior to receipt from CMURC; or (iii) was rightfully disclosed to you by a third party; or (iv) was independently developed without use of any Proprietary Information of CMURC.

You may make disclosures required by law or court order provided you notify CMURC of your intent to make the disclosure and provide CMURC an opportunity to take steps to prevent the disclosure. You will make diligent reasonable efforts to limit disclosure and to obtain confidential treatment or a protective order for the disclosed information.

2. Immediately upon a request by CMURC you will turn over to CMURC all Proprietary Information of CMURC and all documents or media containing such Proprietary Information and any and all copies or extracts thereof. However, if you have intermingled or combined the Proprietary Information of CMURC with confidential or proprietary information of your own or received from a third party, the Proprietary Information of CMURC, and all copies, shall be destroyed, and you shall provide CMURC written confirmation that such destruction has taken place. If the parties have entered into subsequent agreements for collaborative use of the Proprietary Information, the provisions of that subsequent agreement will control.

3. You agree that during the term of this and any subsequent Agreement and for a period of two (2) years following the termination of this or any subsequent Agreement, you shall not, directly or indirectly, either as an equity owner (except for the ownership of stock in any corporation whose stock is listed on an American Stock Exchange), employee, designer, representative, salesperson, consultant, director, lender, or in any other capacity, engage in or be interested in any business in the United States of America and its territories that is in direct competition with the business of CMURC in the coworking, networking, or business consulting fields. You further agree that you will not form, create, use, consult on the formation or creation of, or maintain any internet website during this period of time that is in direct competition with CMURC in the coworking, networking, website developing, or business consulting fields. Finally, you agree that you shall not solicit for employment any person employed by CMURC.

4. You agree that both during and after the term of this Agreement or any subsequent agreement on substantially similar terms, you shall not for a period of two (2) years thereafter solicit for business or provide goods or services to any individual or entity which was a client, customer, member, or partner of CMURC's at any time, or engage in work or any contractual relationship, directly or indirectly, or through any entity, person, enterprise, or employment which competes with CMURC in any manner or solicits CMURC's clients, customers, members, or partners, or provide goods or services in the field of coworking, networking, website development, or business consulting.

5. You realize and agree that the subjects of this Agreement are of critical importance to CMURC. You acknowledge that if you violate this Agreement or any subsequent agreement on substantially similar terms, you will cause severe and irreparable injury to the business and goodwill of CMURC, which injury is not adequately compensable by money damages. Accordingly, in the event of a breach, or threatened or attempted breach, of this Agreement, CMURC, shall, in addition to any other rights and remedies, be entitled to immediate appropriate injunctive relief or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, and you further agree that said injunction shall not preclude an action for damages, attorney fees, and costs for said violation. Further, because an exact dollar figure for things such as loss of goodwill will be difficult to ascertain, if found to be in violation of this Agreement, damages against you shall be an amount at least equal to \$5,000. You agree that if CMURC or its successors or assigns files any suit or action relating to your violation of this Agreement and is granted any judgment or injunction of any kind, you shall pay all of CMURC's attorney fees and legal costs associated with said suit or action, plus all other damages provided for in this Agreement or under the law of the State of Michigan.

6. If this Agreement shall be held by a court to be invalid or unenforceable because it is too broad in any respect, the Agreement shall be narrowed by the court to the extent required to be enforceable. Should you fail to comply with any provision of this Agreement, the applicable time period for any restrictive provision shall toll and any period of noncompliance shall not count against the time period.

7. This Agreement shall be assignable by CMURC in connection with any sale of its business. This Agreement is a personal obligation of you and shall not be assignable. This Agreement and all other documentation executed in accordance herewith shall be governed in all respects, whether as to validity,

construction, capacity, performance, or otherwise, by the laws of the State of Michigan. It is deemed by the Parties that each has executed this Agreement in Isabella County, Michigan, each Party consenting to the exclusive personal jurisdiction thereof. No failure or delay by CMURC in enforcing any right will be deemed a waiver. No provision of this Agreement is to be interpreted for or against any Party because that Party or that Party's legal representative drafted the Agreement.

Network Policy

ACCEPTABLE USE- The CMURC Network is designed for use within a single zone. You agree that you may not resell or distribute the CMURC Network outside your zone. You agree that you will not use, nor allow others to use, your computer as a Web Server, FTP Server, file server or game server or to run any other server applications. Any violation of these policies may lead to prosecution under state and/or federal law and/or termination of your service.

NO ILLEGAL OR FRAUDULENT USE- You agree that you will not use, nor allow others to use, the CMURC Network to violate any applicable federal, state, local or international laws. You agree that you will not use, nor allow others to use, the CMURC Network to commit a crime, act of terrorism, or fraud, or to plan, encourage or help others to commit a crime or fraud, including, but not limited to, acts of terrorism, engaging in a pyramid or ponzi scheme, or sending chain letters.

NO COPYRIGHT OR TRADEMARK INFRINGEMENT- You agree that you will not use, nor allow others to use, the CMURC Network to send or receive any information which infringes the patents, trademarks, copyrights, trade secrets, or proprietary rights of any other person or entity. This includes, but is not limited to, digitization of music, movies, photographs, or other copyrighted materials or software. CMURC is registered under the Digital Millennium Copyright Act of 1998.

NO THREATS OR HARASSMENT- You agree that you will not use, nor allow others to use, the CMURC Network to transmit any material that threatens or encourages bodily harm or destruction of property or which harasses, abuses, defames, or invades the privacy of any other person or entity.

NO HARM TO MINORS OR OTHERS- You agree that you will not use, nor allow others to use, the CMURC Network to harm or attempt to harm a minor or another person, including, but not limited to, using the CMURC Network to send pornographic, obscene, or profane materials.

NO "SPAMMING"- You agree that you will not use, nor allow others to use, the CMURC Network to send unsolicited advertising (including, but not limited to, mass or bulk e-mail), promotional materials, or other forms of solicitation ("spamming"). We reserve the right, in our sole discretion, to determine whether such posting or transmission constitutes an advertisement, promotional material, or any other form of solicitation.

NO "HACKING"- You agree that you will not use, nor allow others to use, the CMURC Network to access the accounts of others or to attempt to penetrate security measures of the CMURC Network or other computer systems ("hacking") or to cause a disruption of service to other on-line users. You agree that you will not use, nor allow others to use, tools designed for compromising network security, such as password guessing programs, cracking tools, packet sniffers, or network probing tools.

NO SYSTEM DISRUPTION- You agree that you will not use, nor allow others to use, the CMURC Network to disrupt the CMURC's network or computer equipment owned by CMURC or other CMURC members. You may not assign yourself a static IP address. You also agree that you will not use, nor allow others to use, the CMURC Network to disrupt other Internet Service Providers or services, including, but not limited to, by e-mail bombing or the use of mass mailing programs.

NO IMPERSONATION OR FORGERY- You agree that you will not, nor allow others to, impersonate another user, falsify one's username, age, or identity in e-mail or in any post or transmission to any newsgroup or mailing list or other similar groups or lists. You agree that you will not, nor allow others to, forge any message header of any electronic transmission originating or passing through the CMURC Network.

NO ABUSE OF NEWSGROUPS- You agree that you will not, nor allow others to, post a similar item to more than three (3) newsgroups or mailing lists. You agree that you will not, nor allow others to, post or transmit any private, third-party e-mail to any newsgroup or mailing list without the explicit approval of the sender.

NO EXCESSIVE USE OF BANDWIDTH- If we determine, in our sole discretion, that you are using an excessive amount of bandwidth, we may terminate your account at any time and without notice, or require you to upgrade your service level and pay additional fees in accordance with our Pricing Schedules.

NO "VIRUSES"- You agree that you will not use, nor allow others to use, the CMURC Network to intentionally transmit computer "viruses," worms, "Trojan horses," or other harmful software programs, and that you will use your best efforts to prevent the unintentional transmission of such viruses or other harmful software.

BY USING THE CMURC NETWORK, YOU AGREE TO THESE TERMS. CMURC RESERVES THE RIGHT TO IMMEDIATELY TERMINATE YOUR ACCOUNT WITHOUT NOTICE AT OUR SOLE DISCRETION, IF YOU OR OTHERS WHO USE YOUR ACCOUNT VIOLATE THIS ACCEPTABLE USE POLICY. CMURC RESERVES THE RIGHT TO IMMEDIATELY REMOVE ANY MATERIAL OR INFORMATION THAT VIOLATES THIS POLICY FOR ANY REASON WHATSOEVER AT OUR SOLE DISCRETION WITHOUT PRIOR NOTICE. CMURC RESERVES THE RIGHT TO IMMEDIATELY TERMINATE ANY USER, MEMBER, OR EMPLOYEE FOR VIOLATING THE TERMS OF THIS AGREEMENT.

Our Proprietary Rights

You agree that all products, services, materials, software, images, text, graphics, accounts, illustrations, logos, patents, trademarks, service marks, copyrights, photographs, audio, videos, music, and other data, client or customer information, contacts, addresses, or identities, proprietary information, or intellectual property ("Content") that you may learn of or be exposed to on the Websites, at the CMURC facilities, or in using CMURC or CMURC's member's products and services remain the exclusive right of the owner. Except as explicitly provided herein, nothing in this Agreement shall be deemed to create a license in or under any such Content, and you agree not to sell, license, rent, modify, distribute, copy, reproduce, transmit, publicly display, publicly perform, publish, adapt, edit, or create derivative works from any Content you learn of or are exposed to on the Websites, at the CMURC facilities, or in using CMURC or CMURC's member's products and services. Use of the Content for any purpose not expressly permitted by this Agreement is strictly prohibited. You acknowledge that the actual damages likely to result from your violation of this paragraph are difficult to estimate and would be difficult for the Content owner to prove. To compensate CMURC or the Content owner for any such violation by you, you agree to pay \$5,000 in liquidated damages. This amount is not intended as a punishment or to be punitive, but rather to compensate CMURC for its justifiable loss.

Privacy Policy

This Privacy Policy governs the manner in which CMURC and Pickspace collect, use, maintain, and disclose information collected from users (each, a "User") of the <https://cmurc.com/> website and the <https://pickspace.com/> website ("Websites") and Services. This privacy policy applies to the Websites and all "Products and Services" offered by CMURC and Pickspace.

Information collected

The personal information we collect depends on your relationship with us and the requirements of applicable law.

The information we collect may include, but is not limited to, the following:

- Information that you provide to us directly through the Websites or otherwise

- Information that your employer, broker, or guardian provides to us
- Information about your devices, your location, your use of Products and Services, which may be collected through cookies, pixels or other internet technologies.
- Information that we obtain through additional sources

Users may, however, visit our Websites anonymously. We will collect personal identification information from Users only if they voluntarily submit such information to us. Users can always refuse to supply personally identifiable information, except that it may prevent them from engaging in certain Websites-related activities.

Personal identification information

We may collect personal identification information and customer relationship data from Users depending upon your relationship with us and use of our Products and Services.

We may collect the following personal identification information, dependent upon the Products and Services you use:

- Contact information - Name, email address, mailing address, phone number, and other details that enable us to contact Users
- Verification information - Government issued IDs, photo IDs, employment details, Employment identification numbers, dates of birth, or other necessary means to verify identification
- Professional information - Company name, role or title, industry category, or other information about your profession
- Payment information - Credit or debit card information, bank account information, and other payment needs required to purchase Products and Services
- Intellectual Property - logos, trademarks, and other intellectual property you own

Non-personal identification information

We may collect non-personal identification information about Users whenever they interact with our Websites. Non-personal identification information may include the browser name, the type of computer and technical information about Users means of connection to our Websites, such as the operating system and the Internet service providers utilized and other similar information.

We may collect the following non-personal identification information, dependent upon the Products and Services you use:

- Information for Interest Based Advertising - Through the Websites we allow third-party partners to use tracking tools to collect anonymous, non-personal information regarding your activities and share this anonymous data with third-party advertising partners. Advertising partners use this non-personal data to deliver targeted, interest-based advertising to you outside of the Websites
- Google Analytics Data - Users can find information about Google Analytics' privacy policies and practices at <http://www.google.com/policies/privacy/partners/>
- Mobile software - Some of our Products and Services are available on mobile devices and may store information. These technologies share information with us to enable CMURC and Pickspace to track usage and enable you access to complete functionality
- Performance analysis - we anonymize User data to evaluate performance across the Websites and improve the User experience and Products and Services.

Supplied Data

Please do not supply any other person's personal data to us, unless we prompt you to do so.

Cookies

Our Websites may use “cookies” to enhance User experience through the Websites or their plug-ins. User’s web browser places cookies on their hard drive for record-keeping purposes and sometimes to track information about them. We use cookies for functionality of the Websites, analytics, advertising and targeting through the delivery of interest-based advertising. Users may choose to set their web browser to refuse cookies, or to alert you when cookies are being sent. If they do so, note that some parts of the Websites may not function properly.

How we use collected information

CMURC and Pickspace may collect and use Users’ personal information for the following purposes:

- To improve customer service – Information you provide helps us respond to your customer service requests and support needs more efficiently
- To personalize user experience – We may use information in the aggregate to understand how our Users as a group use the services and resources provided on our Websites
- To improve our Websites – We may use feedback you provide to improve our products and services
- To process payments – We may use the information Users provide about themselves when placing an order only to provide service to that order. We do not share this information with outside parties except to the extent necessary to provide the service
- To run a promotion, contest, survey, or other feature on the Websites
- To send Users information or offers they agreed to receive about topics and goods we think will be of interest to them
- To send periodic emails
- To share with insurers and/or professional advisors - Information you provide may be necessary for the purpose of obtaining or maintaining insurance coverage, managing risks, obtaining professional advice, and exercising or defending legal claims, whether in court proceeding or in an administrative or out-of-court procedure
- To share with partners - Information you provide for specific partner promotions and events can be shared with partners, only when you have provided consent for that information to be shared upon submission or for information that is necessary to use our goods or services. Users can find information about the providers’ privacy policies and practices for partners necessary to use goods or services at <https://www.getkisi.com/legal/privacy>
- To process payments - Financial transactions relating to our Websites and services may be handled by our payment services providers only to the extent necessary for the purposes of processing payments, refunding payments, and handling queries related to such payments and refunds. Users can find information about the payment services providers’ privacy policies and practices at <https://pay.shopify.com/tos-privacy-policy> and http://www.fidelitypayment.com/company/privacy_policy

We may use the email address to send User information and updates pertaining to their order and request. It may also be used to respond to their inquiries, questions, and/or other requests. If User decides to opt-in to our mailing list, they will receive emails that may include company news, updates, related product or service information, etc. If at any time the User would like to unsubscribe from receiving future emails, we include detailed unsubscribe instructions at the bottom of each email.

How we protect your information

We adopt data collection, storage, and processing practices and security measures we deem appropriate to protect against unauthorized access, alteration, disclosure, or destruction of your personal information, username, password, transaction information, and data stored on our Websites.

Rights to your information

Users have rights to their data and we value their trust in CMURC and Pickspace's compliance with data regulation and access to their personal data. In accordance with applicable law, Users' principal rights are:

- the right to be informed of the collection of your data and to know how it will be collected, processed, and stored, and for what purposes as outlined in this Agreement
- the right to access data and confirm if data is being used, collected, stored and for what purposes
- the right to correct incomplete or incorrect data
- the right to be forgotten and request the deletion of your data where collection of the personal data is no longer necessary and there is no other legal ground for processing the data
- the right to restriction of processing to block or suppress personal data being processed or used
- the right to data portability to move, copy, or transfer personal data from one data controller to another in a safe and secure way
- the right to object to processing to exclude data from being included in direct marketing databases and to object to being subject to public authorities or companies processing their data without consent
- the right to withdraw consent and not be subject to automated decision making

Sharing your personal information

We do not sell, trade, or rent Users personal identification information to others. We may share generic aggregated demographic information not linked to any personal identification information regarding visitors and users with our business partners, trusted affiliates, and advertisers for the purposes outlined above. We may use third-party service providers to help us operate our business and the Websites or administer activities on our behalf, such as sending out newsletters or surveys. We may share your information with these third parties for those limited purposes provided that you have given us your permission.

CMURC and Pickspace are both headquartered in the United States. If applicable, transfers of your data to the United States will be protected by appropriate safeguards.

Third party websites

Users may find advertising or other content on our Websites that link to the sites and services of our partners, suppliers, advertisers, sponsors, licensors and other third-parties. We do not control the content or links that appear on these sites and are not responsible for the practices employed by websites linked to or from our Websites. In addition, these sites or services, including their content and links, may be constantly changing. These sites and services may have their own privacy policies and customer service policies. Browsing and interaction on any other website, including websites which have a link to our Websites, is subject to that website's own terms and policies.

Changes to this privacy policy

CMURC and Pickspace have the discretion to update this Agreement at any time. When we do, we will revise the updated date at the bottom of this page. We encourage Users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this privacy policy periodically and become aware of modifications.

Your acceptance of these terms

By using these Websites, you signify your acceptance of this Agreement. If you do not agree to this Agreement, please do not use our Websites, CMURC's facilities, products, and services. Your continued use of the Websites, CMURC's facilities, products, and services following the posting of changes to this policy will be deemed your acceptance of those changes.