Catalyst Privacy Policy

Catalyst provides a secure, e-discovery cloud platform for document review, collaboration and work flow. Our clients use our systems for litigation support, case and claims management, for financial transactions and for other purposes. This Privacy Policy sets forth how we use data we receive and how we handle questions or concerns that you might have.

**Generally**

We will not sell, rent or barter to any third party for any reason information contained on the site including personal information about you.

**Client Data**

We provide secure document repositories on behalf of clients and their law firms or other representatives. Information (data or documents) we receive is generally not available to the general public. It belongs to the respective client who engaged us to provide the site in accordance with our agreement with that client.

Data we receive from our clients is used for searching, sharing, updating, etc. in accordance with the terms of our agreement with each client. Decisions regarding what information gets hosted and who is allowed to access it are made by the client and implemented by Catalyst.

This includes any personal information entered by you on the site or entered by others regarding you. If you have questions about information contained on the site or the uses to which it may be put, please contact the client who engaged us to provide that site or its site administrator.

We contract with third-party data centers to physically store the computer equipment on which client data is stored. This equipment is managed and accessible only by Catalyst employees except in cases of emergency.

**Catalyst Data**

We may collect information about you that you provide voluntarily on our website or through on-line registrations for Catalyst materials, information, promotions and events. We will use this information only for internal purposes including to respond to you or provide information about Catalyst and its products to you. You may opt out of receiving this information at any time simply by contacting us.

**How We Use and Protect Third Party Data**

We may grant access to client data on a need to know basis to our employees or contractors who require access to the data in order to deliver services requested by a client. All such employees and/or contractors are bound by confidentiality agreements.
European Third Party Data—Safe Harbor

Catalyst receives data from multiple locations including countries that are part of the European Union (EU). Catalyst has committed to handling data coming from the EU in accordance with the Safe Harbor Principles and is registered with the U.S. Department of Commerce as a member of the Safe Harbor network. Catalyst's Safe Harbor certification can be found here.

Catalyst has agreed to participate in the dispute resolution procedures of the panel established by the EU DPAs to resolve disputes pursuant to the Safe Harbor Privacy Principles and participates through registration with the United States Council for International Business.

For more information about the Safe Harbor Principles, please visit the U.S. Department of Commerce's Web site.

Questions and Compliance

People who have questions about this privacy policy or who believe that we have violated it should contact John Tredennick. We will work with you to address your issues. In the unlikely event that we are unable to address your issues satisfactorily you may seek mediation through the Denver, Colorado office of the American Arbitration Association.

Policy Updates

This policy may be updated from time to time. We will change the revision date at the bottom of the policy when modifications occur.

Current Revision April, 2, 2014