



Catalyst Privacy Policy

Catalyst provides a secure, e-discovery cloud platform for document review, collaboration and workflow. Our clients use our systems for litigation support, case and claims management, for investigations 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 information contained on the site, including personal information about you.

Client Data

Data we receive from our clients for processing and hosting is used for searching, analysis, updating and other purposes 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.

The information (data or documents) we receive is generally not available to the general public. It belongs to the client who engaged us in accordance with our agreement with that client. This includes any personal information entered by you on the site or entered by others regarding you.

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.

We contract with reputable, 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.



Personal Data

Catalyst collects data from users when they register, log-in to their sites, request information from us, or otherwise communicate with us. For example, Catalyst Clients may choose to seek live support or post to a message board.

We also collect information about you that you provide voluntarily on our website or through online 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 or visiting our opt-out page here.

Visitors to Our Website

We collect visitor data and analyze traffic from catalystsecure.com. This information helps us understand visitor interests and helps us improve our website. When you visit our site, the pages that you look at, and a short text file called a cookie, are downloaded to your computer. A cookie is used to store small amounts of information. This information is collected for traffic analysis only. The cookie does not contain personal details.

Depending on the browser that you use, you can set your preferences to block/refuse cookies, and or notify you before they are placed. Catalyst does not sell, give, or trade the statistics we store to any third parties for data-mining or marketing purposes.

Questions and Compliance

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 the site administrator.



People who have questions about this privacy policy or who believe that we have violated it should contact our Manager of IT and Security by phone at 303-824-0900 or support@catalystsecure.com. 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 July 18, 2017