

MilestoneReports.com

Privacy Policy

Aug 2007

The essence of MilestoneReports.com is to collect, process, and report personal and business information; therefore, your privacy is very important to us. You could say that it is tantamount to our success. To better protect your privacy, we provide this notice explaining our online information practices.

Information Collection

- MilestoneReports.com collects personal data when you register your company as a new account or register an employee as a new user.
- MilestoneReports.com collects business data as you begin utilizing our system to track your client, case, authorization, production, job, and timecard data.
- MilestoneReports.com may also place a small file called a "cookie" on your computer. Our website uses cookies to save you time by not having to re-enter commonly-requested information.
- MilestoneReports.com also receives and records information from your browser including your IP address, and information about the pages you request. We do this in order to perform analysis to improve the user experience.

Information Use

MilestoneReports.com uses the information collected in the above ways for the following purposes:

- For the purpose of data tracking and reporting services requested or ordered by you on our website.
- For the purpose of administering your account and maintain the roles and security for your company.
- To customize the Web site content based on your company's application and role hierarchy.

Information Sharing and Disclosure

- MilestoneReports.com considers and treats all of your personal and business data as intellectual property and thus confidential.
- MilestoneReports.com does not rent out, reveal, or otherwise share your personal and business data to any individual, company, or other entity.
- MilestoneReports.com may compute and publish aggregate, statistical information with regards to sales or website usage. This aggregate information will not include personally identifying information.

Access to Data

- As a user of MilestoneReports.com, you have the right and ability to see and change what personal and business information is being tracked at any time.
- A comprehensive backup of your data (employees, clients, cases, authorizations, timecards, etc.) can be ordered at any time. A small administrative charge may be applied for fulfilling this request.

Changes to this Privacy Policy

- MilestoneReports.com may amend this policy from time to time.
- If we make any substantial changes in the way we use your personal or business information we will notify you either by email or by posting a prominent announcement on this page.