

Protecting your private information is our priority. This Statement of Privacy applies to <https://voiced.us> Voiced™ (hereafter referred to as “Voiced Inc.”) Amazon Alexa/Echo skills and governs data collection and usage. For the purposes of this Privacy Policy, unless otherwise noted, all references to Voiced™ include [voiced.us](https://voiced.us) website which is Voice Relationship Management tool for Multifamily and is an Amazon Echo based skill which combines the power of Amazon Alexa, text messaging, email, and a mobile app. By using the [voiced.us](https://voiced.us) website, the Ask Front Office Alexa Skill, or the Front Office admin tool, you consent to the data practices described in this statement.

### **Collection of your Personal Information**

In order to better provide you with products and services offered on our website, Voiced may collect personally identifiable information, such as your:

- First and Last Name
- Mailing Address
- E-mail Address
- Phone Number

We do not collect any personal information about you unless you voluntarily provide it to us. However, you may be required to provide certain personal information to us when you elect to use certain apps, products or services available on the Sites. These may include: (a) registering for an account on our Sites; (b) entering a sweepstakes or contest sponsored by us or one of our partners; (c) signing up for special offers from selected third parties; (d) sending us an email message; (e) submitting your credit card or other payment information when ordering and purchasing products and services on our Sites. With that, we will use your information for, but not limited to, communicating with you concerning services and/or products you have requested from us. We may also gather additional personal or non-personal information in the future.

### **Use of your Personal Information**

Voiced collects and uses your personal information to operate its website(s) and deliver the services you have requested. Voiced may also use your personally identifiable information to inform you of other products or services available from Voiced and its affiliates.

### **Sharing Information with Third Parties**

Voiced does not sell, rent or lease its customer lists to third parties.

Voiced may share data with trusted partners to help perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to Voiced, and they are required to maintain the confidentiality of your information.

Voiced may disclose your personal information, without notice, if required to do so by law or in the good faith belief that such action is necessary to:

- (a) conform to the edicts of the law or comply with legal process served on [voiced.us](https://voiced.us),

askfrontoffice.com, the Ask Front Office Alexa Skill or the Site;  
(b) protect and defend the rights or property of Voiced; and/or;  
(c) act under exigent circumstances to protect the personal safety of users of voiced.us, askfrontoffice.com, the Ask Front Office Alexa Skill, or the public.

### **Tracking User Behavior**

Voiced. may keep track of the website and pages our users visit within voiced.us, askfrontoffice.com, the Ask Front Office Alexa Skill, in order to determine what Voiced. services are the most popular. This data is used to deliver customized content and advertising within voiced.us, askfrontoffice.com, the Ask Front Office Alexa Skill to customers whose behavior indicates that they are interested in a particular subject area.

### **Automatically Collected Information**

Voiced. may automatically collect information about your computer hardware and software. This information can include your IP address, browser type, domain names, access times, and referring website addresses. This information is used for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the voiced.us website, askfrontoffice.com website, or the Ask Front Office Alexa Skill.

### **Use of Cookies**

The voiced.us and askfrontoffice.com website may use “cookies” to help you personalize your online experience. A cookie is a text file that is placed on your hard disk by a web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the Web server that you have returned to a specific page. For example, if you personalize voiced.us or askfrontoffice.com pages, or register with Voiced site or services, a cookie helps Voiced to recall your specific information on subsequent visits. The cookie simplifies the process of recording your personal information, such as billing addresses, shipping addresses, and so on. When you return to the same websites, the information you previously provided can be retrieved, so you can easily use the Voiced features that you customized.

You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of Voiced services or websites you visit.

### **Links**

This website may contain links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

## **Security of your Personal Information**

Voiced secures your personal information from unauthorized access, use, or disclosure. Voiced uses the following methods for this purpose:

### – TLS Protocol

When information is transmitted between sites, it is protected through the use of encryption, such as the Transport Layer Security (TLS) protocol.

### – Encryption At Rest

Personal information stored in our databases are encrypted at rest to prevent unauthorized access.

We strive to take appropriate security measures to protect against unauthorized access to or alteration of your personal information. Unfortunately, no data transmission over the Internet or any wireless network can be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, you acknowledge that: (a) there are security and privacy limitations inherent to the Internet which are beyond our control; and (b) security, integrity, and privacy of any and all information and data exchanged between you and us through this Site cannot be guaranteed.

## **Children Under Thirteen**

Voiced does not knowingly collect personally identifiable information from children under the age of thirteen. If you are under the age of thirteen, you must ask your parent or guardian for permission to use these websites.

## **Disconnecting your Voiced Account from Third Party Websites**

You will be able to connect your account to third party accounts. BY CONNECTING YOUR Voiced ACCOUNTS TO YOUR THIRD-PARTY ACCOUNT, YOU ACKNOWLEDGE AND AGREE THAT YOU ARE CONSENTING TO THE CONTINUOUS RELEASE OF INFORMATION ABOUT YOU TO OTHERS (UNDER YOUR PRIVACY SETTINGS ON THOSE THIRD-PARTY SITES). IF YOU DO NOT WANT INFORMATION ABOUT YOU, INCLUDING PERSONAL IDENTIFICATION INFORMATION, TO BE SHARED IN THIS MANNER, DO NOT USE THIS FEATURE. You may disconnect your account from a Third- Party account at any time. Users may opt-out by unsubscribing link.

## **E-mail Communications**

From time to time, Voiced may contact you via email for the purpose of providing announcements, promotional offers, alerts, confirmations, surveys, and/or other general communication. In order to improve our Services, we may receive a notification when you open an email from Voiced or click on a link therein.

If you would like to stop receiving marketing or promotional communications via email from Voiced, you may opt-out of such communications by Clicking on the UNSUBSCRIBE button.

### **Changes to this Statement**

Voiced reserves the right to change this Privacy Policy from time to time. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address specified in your account, by placing a prominent notice on our site, and/or by updating any privacy information on this page. Your continued use of the Site and/or Services available through these Site after such modifications will constitute your: (a) acknowledgment of the modified Privacy Policy; and (b) agreement to abide and be bound by that Policy.

### **Contact Information**

Voiced welcomes your questions or comments regarding this Statement of Privacy. If you believe that Voiced has not adhered to this Statement, please contact Voiced at: [info@voiced.us](mailto:info@voiced.us)