

## **PRIVACY POLICY**

We at ARL Bio Pharma, Inc. ("ARL"), an Oklahoma corporation, are committed to protecting the privacy of you, the person who visits any of ARL's following websites: the General Website ([www.arlok.com](http://www.arlok.com)), and the Submission Website and Online Results Website ([www.arlokapps.com](http://www.arlokapps.com)). The General Website, Submission Website, Online Results Website, and all related webpages are collectively referred to as the "Websites".

### **1. PURPOSE**

This Privacy Policy sets forth our current privacy practices with regard to the information we collect when you or your computer interacts with the Websites and how we use that information.

### **2. ACCEPTANCE OF TERMS**

By accessing any of the Websites, you acknowledge that you have read, fully understand, and agree to this Privacy Policy, and freely consent to the information collected and used as described in this Privacy Policy. This Privacy Policy is subject to the Terms of Use agreement (available at [www.arlok.com](http://www.arlok.com)) that governs your use of the Websites.

### **3. INFORMATION WE COLLECT AND HOW WE USE IT**

We collect certain information from and about its users three ways: our web server logs, with cookies, and directly from you.

#### **a. Web Server Logs.**

When you visit any of the Websites, we may use various tracking technologies to collect and store information from you. This information is used to administer and analyze the Websites. Examples of information we may track include:

- Your Internet Protocol ("IP") address and name of your Internet service provider.
- Date and time of your visit and location from which you accessed the Websites.
- Type of device you use to access the Websites, including its operating system.
- Browser type and browser language you used to access the Websites.
- Referring website (the website you visited before coming to our site)
- Any search terms you use on our Websites.
- Number of links you click on within the Websites.
- Separate pages you viewed on the Websites.
- Metadata related to the Websites.
- Information such as crashes, system activity, and hardware settings.

#### **b. Use of Cookies**

We use cookies to personalize or enhance your user experience. A cookie is a piece of data that is placed on your hard disk by a web server. Cookies do lots of different jobs, like letting you navigate between pages efficiently, storing your preferences, and generally improving your experience on the Websites. One of the primary purposes of cookies is to make the interaction between you and the Websites faster and easier. We may use cookies to improve your user experience by enabling our Websites to 'remember' you, either for the duration of your visit (using a "session cookie") or for repeat visits (using a "persistent cookie"). Session cookies expire and no longer have any effect when you log out of your account or close your browser. Persistent cookies remain on your browser until you erase them or they expire. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you. Usage of a cookie is in no way linked to any personally identifiable information on our site.

Most web browsers automatically accept cookies, but if you prefer, you can edit your browser options to block them in the future. The "Help" portion of your web browsers will probably tell you how to prevent your computer from accepting new cookies, how to have the browser notify you when you receive a new cookie, or how to disable cookies altogether. If you disable cookies you will still be able to use the Websites, but you might disable some of the functionality on our Websites and the convenience that a cookie provides.

### **c. Information Received from You**

We collect information from you if you contact us through the General Website, or if you use Submission Website and/or Online Results Website, which requires you to disclose certain personal information. We will keep your personal information private and will not share it with third parties except for the purposes as stated in this Privacy Policy.

If you contact us through our General Website, you consent to our collection of your e-mail address and the information contained in your communication to us, including any personal information that you provide us. If you are given access to our Submission Website and/or Online Results Website, we will request some personal information from you, such as name, address, email, telephone number, fax number, account number, shipping address, billing address, and other relevant information. The transmission of information on our Submission Website and Online Results Website is encrypted and transmitted to us in a secure way. You can verify this by looking for a lock icon, the word "secure" or other indicator in the address bar, or by looking for "https" at the beginning of the address of the Web page. Contacting us through the General Website does not provide the same security.

We will use the personal information you share with us to respond (or not respond) to you regarding the reason you contacted us.

Once we receive personal information from you, we may use it for one or more of the following reasons:

- Respond to you regarding the reason you contacted us.
- Help keep our Websites working, safe, and secure.
- Notify you about changes or updates to our Websites.
- Complete the services agreed to between you and us (if you are a client).

- Provide assistance to you, such as for online technical support and troubleshooting, which may require sharing your personal information with third-party service providers, including but not limited to, customer support providers, email service providers, and information technology ("IT") providers.
- Comply with legal matters, which includes, but is not limited to: (i) responding to or complying with any law, regulation, subpoena, court order, or other legal obligation; (ii) detecting, investigating, and helping prevent security threats, fraud, or other malicious activity; (iii) enforcing and protecting our rights and properties, including the Websites' Terms of Use; (iv) protecting ourselves from liability; (v) protecting the rights, property or safety of our users, employees, and others; and (vi) in connection with a merger, acquisition, or liquidation of ARL.

If you are a client of ARL, the information you disclose to us is subject to any applicable agreement for services between you and us, and will be subject to any applicable confidentiality rules of that agreement.

#### **4. SECURITY OF PERSONAL INFORMATION**

**Although we follow industry standards to ensure your personal information is not inappropriately lost, misused, accessed, disclosed, altered, or destroyed, we cannot guarantee to you that information to submit to us will never be disclosed in a manner that is inconsistent with this Privacy Policy.** While we implement safeguards designed to protect your information, no security system is impenetrable and due to the inherent nature of the Internet, we cannot guarantee that data, during transmission through the Internet or while stored on our systems or otherwise in our care, is absolutely safe from intrusion by others. As such, **we are not responsible for any inadvertent disclosures or any intercepted information sent via the Internet.**

#### **6. LINKS TO THIRD-PARTY WEBSITES**

The Websites may at any time contain links to third-party websites. When you click on such links, they will direct you away from the Websites. We are not responsible for the privacy practices of other websites and encourage you to read their respective privacy policies or statements. You should use caution when disclosing your personal information to those third-party websites.

#### **7. CHANGES TO THIS STATEMENT**

We may modify or update this Privacy Policy at any time. Each modified or updated Privacy Policy posted to the Website will contain the date of last revision. We encourage you to periodically review this privacy statement to stay informed about how we are helping to protect the personal information we collect. Your continued use of the Websites constitutes your agreement to this Privacy Policy as modified or updated.

#### **8. PRIVACY OF CHILDREN**

We do not knowingly collect information from children under the age of 13 or target our Websites to children under 13. Our Submissions Website and Online Results Website is only intended for our established clients, and our General Website is not intended for children under the age of 13. If we become aware that a child has provided us with personal information, we will take the necessary steps to delete such information. If you become aware that a child has provided us with personal information, please contact us immediately.

## 9. CONTACTING US

If you would like to access, correct, amend, or delete any of your personal information that we possess, lodge a complaint, or have questions regarding our Privacy Policy or its please contact us at [info@arlok.com](mailto:info@arlok.com) or mail your comments to:

ARL Bio Pharma, Inc.  
Attention: Quality Officer  
840 Research Parkway, Suite 546  
Oklahoma City, OK 73104

If you request to deactivate your account or delete your personal information, we will endeavor to fulfill your request in accordance with our policies but some personal information may persist in backup copies for a certain period of time and may be retained as necessary for legitimate business purposes or to comply with our legal obligations.

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