

Worklete Privacy Policy

Effective date: 07/01/2019

We at Worklete, Inc. (“Worklete,” “we,” “us” and “our”) know you care about how your personal information is used and shared, and we take your privacy seriously. Please read the following to learn more about our Privacy Policy. **By using or accessing the Services in any manner, you acknowledge that you accept the practices and policies outlined in this Privacy Policy, and you hereby consent that we will collect, use, and share your information in the following ways.**

Remember that your use of Worklete’s Services is at all times subject to the Terms of Use [<https://content.worklete.com/TermsOfUse.pdf>], which incorporates this Privacy Policy. Any terms we use in this Policy without defining them have the definitions given to them in the Terms of Use [<https://content.worklete.com/TermsOfUse.pdf>].

What does this Privacy Policy cover?

This Privacy Policy covers our treatment of personally identifiable information (“Personal Information”) that we gather when you are accessing or using our Services, but not to the practices of companies we don’t own or control, or people that we don’t manage. We gather various types of Personal Information from our users, as explained in more detail below, and we use this Personal Information internally in connection with our Services, including to personalize, provide, and improve our services, to allow you to set up a user account and profile, to contact you and allow other users to contact you, to fulfill your requests for certain products and services, and to analyze how you use the Services. In certain cases, we may also share some Personal Information with third parties, but only as described below.

As noted in the Terms of Use [<https://content.worklete.com/TermsOfUse.pdf>] you shall not upload, provide or submit to the Services any (a) patient, medical or other protected health information regulated by the Health Insurance Portability and Accountability Act (“HIPAA”) or any similar federal or state laws, rules or regulations; (b) Social Security numbers, driver’s license numbers or state-issued identification card number, financial account number, or credit or debit card number, with or without any required security code, access code, personal identification number or password, that would permit access to an individual’s financial account, or (c) other information subject to regulation or protection under specific laws such as Personal Data subject to the EU Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 (the “GDPR”). “Personal Data” shall have the same meaning as in the GDPR. Notwithstanding anything else, Worklete shall have no liability to you or any other party for any of the foregoing (a)-(c). Worklete may upon notice suspend all or a portion of your access to the Services if Worklete believes that you have breached the restrictions under this Section.

As also noted in the Terms of Use [<https://content.worklete.com/TermsOfUse.pdf>], we do not knowingly collect or solicit Personal Information from anyone under the age of 13. If you are under 13, please do not attempt to register for the Services or send any Personal Information about yourself to us. If we learn that we have collected Personal Information from a child under

age 13, we will delete that information as quickly as possible. If you believe that a child under 13 may have provided Personal Information, please contact us at support@worklete.com.

Will Worklete ever change this Privacy Policy?

We're constantly trying to improve our Services, so we may need to change this Privacy Policy from time to time as well, but we will alert you to changes by placing a notice on <https://worklete.com/>, by sending you an email, and/or by some other means. Please note that if you've opted not to receive legal notice emails from us (or you haven't provided us with your email address), those legal notices will still govern your use of the Services, and you are still responsible for reading and understanding them. If you use the Services after any changes to the Privacy Policy have been posted, that means you agree to all of the changes.

What Information does Worklete Collect?

Information You Provide to Us:

We receive and store any information you knowingly provide to us. For example, through the registration process and/or through your account settings, we may collect Personal Information such as your name, email address, employer, job title, phone number, and account connection information to establish a single-sign-on (SSO) connection with your employer's or another third-party's log-in credentialing system. Certain information may be required to register with us or to take advantage of some of our features.

We may communicate with you if you've provided us the means to do so. For example, if you've given us your email address, we may send you promotional email offers, or email you about your use of the Services. Also, we may cookie you when you fill out a form or open an email from us. This helps us make our communications with you more relevant and improve our services. If you do not want to receive communications from us, you may opt out of such communications by clicking the "Unsubscribe" link in the footer of an email from us or you may contact us at privacy@worklete.com.

Information Collected Automatically

Whenever you interact with our Services, we automatically receive and record information on our server logs from your browser or device, which may include your IP address, geolocation data, device identification, "cookie" information, the type of browser and/or device you're using to access our Services, usage information, log data (e.g. access times), and the page or feature you requested. "Cookies" are identifiers we transfer to your browser or device that allow us to recognize your browser or device and tell us how and when pages and features in our Services are visited and by how many people. You may be able to change the preferences on your browser or device to prevent or limit your device's acceptance of cookies, but this may prevent you from taking advantage of some of our features.

We may use this data to customize content for you that we think you might like, based on your usage patterns. We may also use it to improve the Services – for example, this data can tell us how often users use a particular feature of the Services, and we can use that knowledge to make the Services interesting to as many users as possible.

Will Worklete Share Any of the Personal Information it Receives?

We do not rent or sell your Personal Information in personally identifiable form to anyone. We may share your Personal Information with third parties as described in this section:

Information that's been de-identified: We may de-identify your Personal Information so that you are not identified as an individual, and provide that information to our partners. We may also provide aggregate usage information to our partners (or allow partners to collect that information from you), who may use such information to understand how often and in what ways people use our Services, so that they, too, can provide you with an optimal online experience. However, we never disclose aggregate usage or de-identified information to a partner (or allow a partner to collect such information) in a manner that would identify you as an individual person.

Analytics: We may use third party analytics service providers, such as Google Analytics, Pardot, Mixpanel, Bugsnag and Scout APM for our business purposes, including but not limited to improving and developing our Services, monitoring and analyzing the use of our Services, and increasing the functionality and user-friendliness of our Services. When you use our Services, these analytics service providers may collect and retain some information about you by planting a persistent cookie or identifier on your web browser or device. You may opt out of Google Analytics by visiting <https://tools.google.com/dlpage/gaoptout/>. You may opt-out of Mixpanel's analytics services by visiting <https://mixpanel.com/optout/>. You may opt-out of Bugsnag's analytics services by visiting <https://docs.bugsnag.com/legal/privacy-policy/>. Please note that if you get a new computer, install a new browser, delete or otherwise alter your browser's cookie file (including upgrading browsers), you may clear the Mixpanel opt-out cookie. Google's ability to use and share information collected by Google Analytics about your use of the Services is restricted by the Google Analytics Terms of Service and the Google Privacy Policy. You may find additional information about Google's ability to use and share information collected by Google Analytics by visiting www.google.com/policies/privacy/partners/. If you would like more information on the type of information Mixpanel collects, please visit Mixpanel's Terms of Use: <https://mixpanel.com/legal/terms-of-use/>. If you would like more information on the type of information Bugsnag collects, please visit Bugsnag's Privacy Policy: <https://docs.bugsnag.com/legal/privacy-policy/>. You may opt-out of Pardot by visiting <https://go.worklete.com/unsubscribe/u/629701>.

Agents: We employ other companies and people to perform tasks on our behalf and need to share your information with them to provide products or services to you; for example, we may use a payment processing company to receive and process your credit card transactions for us. Unless we tell you differently, our agents do not have any right to use the Personal Information we share with them beyond what is necessary to assist us.

User Profiles and Submissions: Certain user profile information, including your name, location, employer, job title, that such user has uploaded to the Services, may be displayed to other users to facilitate user interaction within the Services or address your request for our services. Please remember that any content you upload to your public user profile, along with any Personal Information or content that you voluntarily disclose online in a manner other users can view (on discussion boards, in messages and chat areas, etc.) becomes publicly available, and can be collected and used by anyone. Your user name may also be displayed to other users if and when

you send messages or comments or upload images or videos through the Services and other users can contact you through messages and comments.

Business Transfers: We may choose to buy or sell assets, and may share and/or transfer customer information in connection with the evaluation of and entry into such transactions. Also, if we (or our assets) are acquired, or if we go out of business, enter bankruptcy, or go through some other change of control, Personal Information could be one of the assets transferred to or acquired by a third party.

Protection of Worklete and Others: We reserve the right to access, read, preserve, and disclose any information that we believe is necessary to comply with law or court order; enforce or apply our Terms of Use [<https://content.worklete.com/TermsOfUse.pdf>] and other agreements; or protect the rights, property, or safety of Worklete, our employees, our users, or others.

Is Personal Information about me secure?

Your account is protected by a password for your privacy and security. If you access your account via a third party site or service, you may have additional or different sign-on protections via that third party site or service. You must prevent unauthorized access to your account and Personal Information by selecting and protecting your password and/or other sign-on mechanism appropriately and limiting access to your computer or device and browser by signing off after you have finished accessing your account.

We endeavor to protect the privacy of your account and other Personal Information we hold in our records, but unfortunately, we cannot guarantee complete security. Unauthorized entry or use, hardware or software failure, and other factors, may compromise the security of user information at any time.

What Personal Information can I access?

Through your account settings, you may access, and, in some cases, edit or delete the following information you or your employer have provided to us:

- name
- username
- password
- email address

The information you can view, update, and delete may change as the Services change. If you have any questions about viewing or updating information we have on file about you, please contact us at support@worklete.com.

Under California Civil Code Sections 1798.83-1798.84, California residents are entitled to contact us to prevent disclosure of Personal Information to third parties for such third parties' direct marketing purposes; in order to submit such a request, please contact us at support@worklete.com.

What choices do I have?

You can always opt not to disclose information to us, but keep in mind some information may be needed to register with us or to take advantage of some of our features.

You may be able to add, update, or delete information as explained above. When you update information, however, we may maintain a copy of the unrevised information in our records. You may request deletion of your account by contacting us at support@worklete.com. Some information may remain in our records after your deletion of such information from your account. We may use any aggregated data derived from or incorporating your Personal Information after you update or delete it, but not in a manner that would identify you personally.

What if I have questions about this policy?

If you have any questions or concerns regarding our privacy policy, please send us a detailed message to support@worklete.com, and we will try to resolve your concerns.