

## ORCATEC PRIVACY POLICY

**Last modified:** January 30, 2020

Orcatec LLC ("Company" or "We") respect your privacy and are committed to protecting it through our compliance with this policy. This policy describes:

- The types of information we may collect or that you may provide when you download, install, access, or use the Orcatec Application (the "App").
- Our practices for collecting, using, maintaining, protecting, and disclosing that information.

This policy applies only to information we collect in this App and in email, text, and other electronic communications between you and us.

This policy DOES NOT apply to information that:

- We collect offline or on any other Company apps or websites, including websites you may access through this App.
- You provide to or is collected by any third party.

Our websites and apps, and these other third parties may have their own privacy policies, which we encourage you to read before providing information on or through them.

Please read this policy carefully to understand our policies and practices regarding your information and how we will treat it. If you do not agree with our policies and practices, do not download, register with, or use this App. By downloading, registering with, or using this App, you agree to this privacy policy. This policy may change from time to time (see Changes to Our Privacy Policy). Your continued use of this App after we revise this policy means you accept those changes, so please check the policy periodically for updates.

### **Information We Collect and How We Collect It**

We collect information from and about users of our App:

- Directly from you when you provide it to us (e.g., register with us, send us emails).
- Automatically when you use the App (e.g., write proposals, articles, send emails through the App).

### *Information You Provide to Us*

When you download, register with, or use this App, we may ask you provide information:

- By which you may be personally identified (which includes but may not be limited to), name, postal address, email address, telephone number, associations with businesses, write proposals, make orders, make calls, process payment, or rate clients ("personal information").
- That is about you but individually does not identify you, such as associations with businesses, information contained in proposals, order history, calls history, payment processing history, or information contained in client ratings. This information includes (but is not limited to):
  - Information that you provide by filling in forms in the App. This includes information provided at the time of registering to use the App, subscribing to our service, posting content (e.g., reviews, articles), or requesting further services. We may also ask you for information pursuant to requests for feedback generally or when you report a problem with the App.
  - Records and copies of your correspondence (including email addresses and phone numbers), if you contact us.

- Your responses to requests for information about your use of the App that we might ask you to complete for research purposes.
- Details of transactions you carry out through the App and of the fulfillment of your orders. You may be required to provide financial information (we do not store this information) before placing an order through the App.
- Your search queries on the App.

You may also provide information for publication or display ("Posted") on public areas of the app, including subdomains provided by us or reviews of client pages (collectively, "User Contributions"). Your User Contributions are Posted and transmitted to others at your own risk. We cannot control the actions of third parties with whom you may choose to share your User Contributions. Therefore, we cannot and do not guarantee that your User Contributions will not be viewed by unintended/unauthorized persons.

#### *Automatic Information Collection and Tracking*

When you download, access, and use the App, it may use technology to automatically collect:

- Usage Details. When you access and use the App, we may automatically collect certain details of your access to and use of the App, including traffic data, location data, logs, and other communication data and the resources that you access and use on or through the App.
- Device Information. We may collect information about your mobile device and internet connection, including the device's unique device identifier, IP address, operating system, browser type, mobile network information, and the device's telephone number.
- Stored Information and Files. The App also may access metadata and other information associated with other files stored on your device. This may include, for example, photographs, audio and video clips, personal contacts, and address book information.
- Location Information. This App collects real-time information about the location of your device when an Employee User is clocked in.

If you do not want us to collect this information do not use this App or delete it from your device.

We also may use these technologies to collect information about your activities over time and across third-party websites, apps, or other online services (behavioral tracking).

#### *Information Collection and Tracking Technologies*

The technologies we use for automatic information collection may include:

- Cookies (or mobile cookies). A cookie is a small file placed on your smartphone. It may be possible to refuse to accept mobile cookies by activating the appropriate setting on your smartphone. However, if you select this setting you may be unable to access certain parts of our App.
- Web Beacons. Pages of the App and our emails may contain small electronic files known as web beacons (also referred to as clear gifs, pixel tags, and single-pixel gifs) that permit the Company, for example, to count users who have visited those pages or opened an email and for other related app statistics.

#### *Third-Party Information Collection*

When you use the App or its content, certain third parties may use automatic information collection technologies to collect information about you or your device. These third parties may include:

- Advertisers, ad networks, and ad servers.
- Analytics companies.
- Your mobile device manufacturer.

- Your mobile service provider.
- Twilio (i.e., when you make calls through the App).
- Open Street Maps
- Intuit Platform
- SendGrid
- Amazon Web Services
- External Email Clients

These third parties may use tracking technologies to collect information about you when you use this app. The information they collect may be associated with your personal information or they may collect information, including personal information, about your online activities over time and across different websites, apps, and other online services website. They may use this information to provide you with interest-based (behavioral) advertising or other targeted content.

We do not control these third parties' tracking technologies or how they may be used. If you have any questions about an advertisement or other targeted content, you should contact the responsible provider directly.

### **How We Use Your Information**

We use information that we collect about you or that you provide to us, including any personal information, to (including, but not limited to):

- Provide you with the App and its contents, and any other information, products or services that you request from us.
- Fulfill any other purpose for which you provide it.
- Give you notices about your account, including expiration and renewal notices.
- Carry out our obligations and enforce our rights arising from any contracts entered into between you and us, including for billing and collection.
- Notify you when App updates are available, and of changes to any products or services we offer or provide though it.

The usage information we collect helps us to improve our App and to deliver a better and more personalized experience by enabling us to:

- Estimate our audience size and usage patterns.
- Store information about your preferences, allowing us to customize our App according to your individual interests.
- Speed up your searches.
- Recognize you when you use the App.

We use location information we collect to allow Users to monitor the locations of other Users.

We may also use your information to contact you about our own and third parties' goods and services that may be of interest to you. If you do not want us to use your information in this way, please send an email to [support@orcatec.com](mailto:support@orcatec.com). For more information, see "Your Choices About Our Collection, Use, and Disclosure of Your Information."

We may use the information we collect to display advertisements to our advertisers' target audiences. Even though we do not disclose your personal information for these purposes without your consent, if you click on or otherwise interact with an advertisement, the advertiser may assume that you meet its target criteria.

### **Disclosure of Your Information**

We may disclose aggregated information about our users, and information that does not identify any individual without restriction.

In addition, we may disclose personal information that we collect or you provide to (including, but not limited to the following):

- To contractors, service providers, and other third parties we use to support our business.
- To a buyer or other successor in the event of a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of our assets, whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding, in which personal information held by us about our App users is among the assets transferred.
- To third parties to market their products or services to you if you have not opted out of these disclosures. For more information, see “How We Use Your Information.”
- To fulfill the purpose for which you provide it. E.g., if you give us an email address to use the third party emailing feature of our App, we will transmit the contents of that email and your email address to the recipients.
- For any other purpose disclosed by us when you provide the information.
- With your consent.
- To comply with any court order, law, or legal process, including to respond to any government or regulatory request.
- To enforce our rights arising from any contracts entered into between you and us, including the App EULA (or any other agreement you have with us) and for billing and collection.
- If we believe disclosure is necessary or appropriate to protect our rights, property, or safety, or those of our customers or others.

### **Your Choices About Our Collection, Use, and Disclosure of Your Information**

We strive to provide you with choices regarding the personal information you provide to us. This section describes mechanisms we provide for you to control certain uses and disclosures of over your information.

- **Tracking Technologies.** You can set your browser to refuse all or some browser cookies, or to alert you when cookies are being sent. If you disable or refuse cookies or block the use of other tracking technologies, some parts of the App may then be inaccessible or not function properly.
- **Location Information.** You can choose whether or not to allow the App to collect and use real-time information about your device's location through the device's privacy settings. If you block the use of location information, some parts of the App may become inaccessible or not function properly.
- **Promotion by the Company.** If you do not want us to use your contact information to promote our own or third parties' products or services, you can opt-out by opting out pursuant to the instructions on any promotional email sent by us.

We do not control third parties' collection or use of your information to serve interest-based advertising. However these third parties may provide you with ways to choose not to have your information collected or used in this way. You can opt out of receiving targeted ads from members of the Network Advertising Initiative ("NAI") on the NAI's website.

California residents may have additional personal information rights and choices. Please see “Your California Privacy Rights” for more information.

### **Accessing and Correcting Your Personal Information**

You can review and change your personal information by logging into the App and visiting your account profile page.

If you delete your User Contributions from the App, copies of your User Contributions may remain viewable in cached and archived pages, or might have been copied or stored by other App users. Proper access and use of information provided on the App, including User Contributions, is governed by our terms of use and EULA located here: [www.orcatec.com/terms\\_and\\_conditions.pdf](http://www.orcatec.com/terms_and_conditions.pdf)

California residents may have additional personal information rights and choices. Please see “Your California Privacy Rights” for more information.

### **Data Security**

We have implemented measures designed to secure your personal information from accidental loss and from unauthorized access, use, alteration, and disclosure. All information you provide to us is stored on our secure servers behind firewalls.

The safety and security of your information also depends on you. Where we have given you (or where you have chosen) a password for access to certain parts of our App, you are responsible for keeping this password confidential. We ask you not to share your password with anyone. We urge you to be careful about giving out information in public areas of the App like in reviews or in articles. The information you share in public areas may be viewed by any user of the App.

Unfortunately, the transmission of information via the internet and mobile platforms is not completely secure. Although we do our best to protect your personal information, we cannot guarantee the security of your personal information transmitted through our App. Any transmission of personal information is at your own risk. We are not responsible for circumvention of any privacy settings or security measures we provide.

### **Changes to Our Privacy Policy**

We may update our privacy policy from time to time. If we make material changes to how we treat our users' personal information, we will post the new privacy policy on this page with a notice that the privacy policy has been updated and notify you by email to the email address specified in your account.

The date the privacy policy was last revised is identified at the top of the page. You are responsible for ensuring we have an up-to-date active and deliverable email address for you and for periodically visiting this privacy policy to check for any changes.

### **Contact Information**

To ask questions, comment, or articulate concerns about this privacy policy and our privacy practices, contact us at: [support@orcatec.com](mailto:support@orcatec.com)