

## 4Insite Privacy Policy

EFFECTIVE DATE: July 1, 2020

4Insite, LLC (“4Insite,” “we,” “us,” or “our”) values your privacy. This Privacy Policy (“Policy”) explains in detail what personal information 4Insite collects from user of the 4Insite platform and website. The following are some key points that we want our users to know:

- 4Insite uses personal information that it collects to provide the 4Insite platform and the associated mobile application to its customers for use in monitoring and managing various services at their facilities.
- We require our service providers to comply with the requirements of this privacy policy.
- 4Insite does **not** sell your personal information for monetary or other valuable consideration.
- We do not provide your personal information to third parties so that they can market or advertise their products and service to you.
- We track user’s geographical locations solely in connection with certain clock in/clock out features that are used in our Platform.
- We comply with all applicable data privacy laws in our processing of personal information, including providing you the ability to exercise your rights to your personal information.

This Policy describes how we collect, use, and disclose personal information that we obtain about visitors to our website at [www.4insite.com](http://www.4insite.com) (the “Site”) and users of our 4Insite Platform (“Platform”), including any mobile application (“App”) provided to access the Platform (collectively, the “Services”), and how we use and disclose that information.

By visiting the Site, or using any of our Services, you agree that your personal information will be handled as described in this Policy. Your use of our Site or Services, and any dispute over privacy, is subject to this Policy and the Terms of Service for the Platform, including its provisions for limitations on damages and the resolution of disputes.

Please note that residents of California may have additional rights as set forth in the California Privacy Notice below and residents of the European Union may have additional rights as set forth in the GDPR Notice below.

### **The Information We Collect About You**

We collect information about you directly from you and from third parties, as well as automatically through your use of our Site or Services.

***Information We Collect Directly From You.*** You may browse certain areas of the Site without registering with us or providing us personal information. However, we collect certain personal

information from you in certain cases as set forth below:

- **Platform.** If you are a user of the Platform, we may collect your name, user name, email address, and company name. We may collect additional information about you depending on the Platform modules selected by our customer, such as your geolocation, position, salary, hours worked, training history, certifications, employee scorecard, and performance metrics. In addition, the Platform allows you to upload the same kind of information about other persons (see section entitled “Information Uploaded to the Platform by Customers”).
- **App.** If you download the App, we will collect your name, user name, email address, and company name. We may collect additional information about you depending on the Platform modules selected by our customer, such as geolocation, position, salary, hours worked, training history, certifications, employee scorecard, and performance metrics. In addition, the App allows you to upload information to the Platform about other persons (see section entitled “Information Uploaded to the Platform by Customers”).
- **Contact.** If you send us an email inquiring about our Services, we may collect your name, your title, company name, and other information about your company in connection with your inquiry.

***Information Uploaded to the Platform by Customers.*** The Platform and Services can be used by our customers to upload information about their employees and contractors, including name, title, photos, videos, training history, information about the work they are performing, geolocation, salary, hours worked, certifications, employee scorecard, and performance metrics (“User Supplied Data”). You are responsible for ensuring that you have all required permissions and consents to provide such User Supplied Data to us for use in connection with the Services and that our use of such User Supplied Data to provide the Services does not violate any applicable law, rule, regulation, or order. User Supplied Data is used by us to provide the Platform and Services to our customers.

***Information We Collect Automatically.*** We may automatically collect the following information about your use of our Site or Services through cookies and other technologies: your domain name; your browser type and operating system; web pages you view; links you click; your IP address; your mobile device ID; the length of time you visit our Site or use our Services; and the referring URL, or the webpage that led you to our Site (collectively, “Usage Information”). We may combine this information with other information that we have collected about you, including, where applicable, your user name, name, and other personal information. Please see the section “Our Use of Cookies and Other Tracking Mechanisms” below for more information.

***Geolocation.*** Our Platform and Services offer a clock in/clock out feature that can be used to track your work location, hours worked and performance that the Platform is designed to monitor. If you have provided permission through your mobile device to allow us to collect location information through the App, we may obtain your physical location information in terms of latitude and longitude from technologies like GPS, Wi-Fi, or cell tower proximity to collect this data.

## How We Use Your Information

We use your information, including personal information, for the following purposes:

- **Provide the Site and Services**

We use your information to provide the Site and Services, including the Platform and the App. We also use your information to communicate with you about your use of our Site and Services, to respond to your inquiries, to perform our contractual obligations and process transactions, and for customer service and technical support purposes.

- **Provide Personalized Services**

We use your information to tailor the content and information that we may send or display to you, to offer location customization, and personalized help and instructions, and to otherwise personalize your experiences while using the Site and Services.

- **Improve and develop our Services**

We use your information to ensure our Site and Services are working as intended, to better understand how users access and use our Site and Services, both on an aggregated and individualized basis, to make improvements to our Services, to develop new Services, and for other research and analytical purposes.

- **For Marketing and Promotional Purposes**

We may use your information for our own marketing and promotional purposes. For example, we may use your information, such as your email address, to send you news and newsletters, special offers and promotions, or to otherwise contact you about our products or services we think may interest you. We also may use the information that we learn about you to assist us in advertising our Services on third-party websites. We do not share your information with third parties so that they can directly market their products to you.

## How We Share Your Information

We may share your information, including personal information, as follows:

- **Consent.** Where you have provided consent, we share your information with third parties, including personal information, as described at the time of consent. You may withdraw your consent at any time.
- **Authorized Users of Customers and Licenses.** User Supplied Data may be viewed by authorized users of customers that have entered an agreement with us to access and use the Platform and App. In addition, in some cases, the Platform and App may be provided to your company or employer by a third-party provider of the 4Insite Platform (a “4Insite Provider”) that is providing services (such as facility services) to your company or employees. Those 4Insite Providers will also have access to User Supplied Data as well as information about authorized users, but are required to abide this Policy.

- **Affiliates.** We may disclose the information we collect from you to our affiliates or subsidiaries solely for the purpose of providing Services to you; however, if we do so, their use and disclosure of your personal information will be maintained by such affiliates and subsidiaries in accordance with this Policy.
- **Service Providers.** We may disclose the information we collect from you to third-party vendors, service providers, contractors, or agents who perform functions on behalf of 4Insite solely to provide the Platform, Site and Services.
- **Business Transfers.** If we are acquired by or merged with another company, if substantially all of our assets are transferred to another company, or as part of a bankruptcy proceeding, or are in negotiations for any of these types of transactions, we may transfer the information we have collected from you to the other company.
- **In Response to Legal Process.** We also may disclose the information we collect from you in order to comply with the law, a judicial proceeding, court order, or other legal process, such as in response to a subpoena.
- **To Protect Us and Others.** We also may disclose the information we collect from you where we believe it is necessary to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the safety of any person, violations of our Terms of Service or this Policy, or as evidence in litigation in which we are involved.
- **Aggregate and De-Identified Information.** We may share aggregate or de-identified information about users and their use of the Services with third parties and publicly for marketing, advertising, research, or similar purposes. This information does not identify you personally.

Please note that except as noted above, we will not sell or share your personal information with any third party for their direct marketing purposes without your consent.

### **Our Use of Cookies and Other Tracking Mechanisms**

We and our service providers use cookies and other tracking mechanisms to track information about your use of our Site and Services. We may combine this information with other personal information we collect from you (and our third-party service providers may do so on our behalf).

Currently, our systems do not recognize browser “do-not-track” requests. You may, however, disable certain tracking as discussed in this section (e.g., by disabling cookies), but such disabling will impair use of the Site and Services.

**Cookies.** Cookies are alphanumeric identifiers that we transfer to your computer’s hard drive through your web browser for record-keeping purposes. Some cookies allow us to make it easier for you to navigate our Site and Services, while others are used to enable a faster log-in process or to allow us to track your activities at our Site and Services. There are two types of cookies: session and persistent cookies.

- **Session Cookies.** Session cookies exist only during an online session. They disappear from your computer when you close your browser or turn off your computer. We use session cookies to allow our systems to uniquely identify you during a session or while you are logged into the Site. This allows us to process your online transactions and requests and verify your identity, after you have logged in, as you move through our Site.
- **Persistent Cookies.** Persistent cookies remain on your computer after you have closed your browser or turned off your computer. We use persistent cookies to track aggregate and statistical information about user activity on our Site and Services.

**Disabling Cookies.** 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 the toolbar on most browsers will 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. Visitors to our Site who disable cookies will not be able to browse certain areas of the Site or use the Services.

**Third-Party Analytics.** We use automated devices and applications, such as Google Analytics, to evaluate usage of our Site and our Services. We also may use other analytic means to evaluate our Services. We use these tools to help us improve our Services, performance, and user experiences. These entities may use cookies and other tracking technologies to perform their services. We do not share your personal information with these third parties.

### **Third-Party Links**

Our Site and Services may contain links to third-party websites. Any access to and use of such linked websites is not governed by this Policy, but instead is governed by the privacy policies of those third-party websites. We are not responsible for the information practices of such third-party websites.

### **Security of My Personal Information**

We have implemented commercially reasonable precautions to protect the information we collect from loss, misuse, and unauthorized access, disclosure, alteration, and destruction. For any personal information transferred from another country to the United States, we ensure that we protect your personal information with the level of security required to transfer your personal information from your country to the United State.

Please be aware that despite our efforts, no data security measures can guarantee 100% security. You should take steps to protect against unauthorized access to your password, phone, and computer by, among other things, signing off after using a shared computer, choosing a robust password that nobody else knows or can easily guess, and keeping your log-in and password private. We are not responsible for any lost, stolen, or compromised passwords or for any activity on your account via unauthorized password activity.

### **What Rights Do I Have Regarding My Personal Information**

You may request access, a copy, modification, or deletion of personal information that you have

submitted to us by contacting us at [privacy@4insite.com](mailto:privacy@4insite.com). We will use reasonable efforts to accommodate such requests to the extent required by law, provided that we may be required to retain personal information to comply with legal obligations, accounting requirements, or for other business purposes. We may request additional information to verify the identity of the requesting party before responding to a request. Please note that copies of information that you have updated, modified, or deleted may remain viewable in cached and archived pages of the Site for a period of time.

### **What Choices Do I Have Regarding Use of My Personal Information for Marketing?**

We may send periodic promotional or informational emails to you. You may opt-out of such communications by following the opt-out instructions contained in the e-mail. Please note that it may take up to 10 business days for us to process opt-out requests. If you opt-out of receiving emails about recommendations or other information we think may interest you, we may still send you e-mails about your account or any Services you have requested or received from us.

### **Location of Information**

Our Site and Services are offered from the United States. We store any information we collect in the United States. If you access the Services or Site from outside the United States, you agree to the transfer of your information to the United States, which may have less protections for your personal information than your jurisdiction of residence. As noted above, we ensure that any personal information transferred to the United State is subject to security measures required to permit such transfer under the applicable data protection laws of your country of residence.

### **Children Under 16**

Our Site and Services are not designed for children under 16. If we discover that a child under 16 has provided us with personal information, we will delete such information from our systems.

### **Contact Us**

If you have questions about the privacy aspects of our Site or Services or would like to make a complaint, please contact us at [privacy@4insite.com](mailto:privacy@4insite.com) or \_\_\_\_\_.

### **Changes to this Policy**

This Policy is current as of the Effective Date set forth above. We may change this Policy from time to time, so please be sure to check back periodically. We will post any changes to this Policy on the Site. If we make any changes to this Policy that materially affect our practices with regard to the personal information we have previously collected from you, we will endeavor to provide you with notice in advance of such change by highlighting the change on our Site or if you have an account with us, providing notice to the e-mail address in your account (for this reason you should make sure to update your account information promptly if it changes).

## CALIFORNIA PRIVACY NOTICE

This California Privacy Notice supplements the Policy and contains the disclosures required under the California Consumer Privacy Act (“CCPA”). For individuals who are California residents, the CCPA requires certain disclosures about the categories of personal information we collect and how we use it, the categories of sources from whom we collect personal information, and the third parties with whom we share it.

**Personal Information Covered:** Please note that for California residents, the term *personal information* means information that identifies, relates to, describes, is reasonably capable of being associated with or could reasonably be linked, directly or indirectly, with a particular consumer or household as defined in the CCPA. All other capitalized terms have the same meanings as given them in the Policy.

**Exclusions:** This notice, and the rights specified in this notice, do not apply to personal information collected from or about employees, officers, directors, or contractors of 4Insite that is exempt under California Civil Code section 1798.145(h) or collected from or about employees, officers, directors, or contractors of customers of 4Insite or a 4Insite Provider that is exempt under California Civil Code section 1798.145(n).

**Your rights:** If you are a California resident, you have the right to request 4Insite to:

- (a) Disclose the categories of personal information that we have collected on you (if any); the categories of sources from which the personal information is collected; the business or commercial purpose for collecting or selling personal information; and the categories of third parties with whom the business shares personal information;
- (b) Disclose the specific pieces of personal information that we have collected on you (if any); and
- (c) Delete personal information we have collected on you (if you satisfy the conditions set out in the CCPA).

**NOTE: we do not sell your personal information. Therefore, we do not provide an opt-out for the sale of personal information.**

**How to Submit Requests:** If you are a California resident who has provided personal information to 4Insite, or a California resident that reasonably believes that 4Insite collected or stores their Personal Information, you may exercise your rights under the CCPA and submit your requests in one of the following methods: (a) by submitting this online form; or (b) by emailing us at [privacy@4Insite.com](mailto:privacy@4Insite.com). In addition, we are service providers for User Supplied Data and in such cases we will send the request to the business that provided such data to the Services for a response.

In order to submit a request, we will need to verify your identity. If you have an account with us

that is password-protected, we may verify your identity through our existing authentication practices for your account.

If you do not have an account with us, and your request concerns “categories” of personal information collected, we can request from you two data points of personal information to verify your identity. If you do not have an account with us, and your request concerns specific personal information, we can request from you at least three data points of personal information as well as a signed declaration with penalty of perjury to verify your identity.

Please note that following your verified request, we will send you your personal information from the following email address: [privacy@4insite.com](mailto:privacy@4insite.com). (Any response to your request, including any personal information, may be sent as an encrypted file.)

Please note that once you have submitted a request, we will send you a receipt, acknowledging your request, within 10 days. If, for some reason, you do not receive such a receipt within 10 days of your submitted request, please send us an email to [privacy@4insite.com](mailto:privacy@4insite.com) as an error may have occurred.

We will process and respond to your request within 45 days after it is received (in some cases, as is allowed under the CCPA, this process may be extended by an additional 45-90 days).

Please note, that regarding requests under subsections (a) and (b) above, you may only make two requests in a 12-month period, and the information provided need only cover the 12-month period prior to your request.

**Authorized Agents:** As a California resident, you also have the right to designate an agent to exercise these rights on your behalf. We may require proof that you have designated the authorized agent to act on your behalf and to verify your identity directly with us. Please contact us at [privacy@4insite.com](mailto:privacy@4insite.com) for more information if you wish to submit a request through an authorized agent.

**Non-Discrimination:** We hereby inform you that you have a right not to receive discriminatory treatment by us for the exercise of the privacy rights conferred by the CCPA. If you exercise any of your rights under the CCPA, we may not deny you goods or services for that reason, or subject you to different prices than those paid by other consumers, unless provided otherwise under the CCPA, Federal, or State law.

#### **Notice of Information We Collect:**

Pursuant to California Civil Section 1798.100(b), this serves as notice of the categories of personal information that we collected within the last 12 months through the Site and Services, the business and commercial purposes for which the information was collected, the categories of sources of personal information and categories of third parties to whom we disclosed personal information:



<b>Category</b>	<b>Collected</b>	<b>Business or Commercial Purpose</b>	<b>Categories of Sources of Personal Information</b>	<b>Categories of Third Parties to Whom Disclosed</b>
A. Identifiers.	YES	To set up user accounts and provide the Site and Services, to market and advertise the Services, respond to inquiries, to process job applications received through the Site and for security and fraud prevention.	You, customers and their Authorized Users that provide User Supplied Data, 4Insite Providers if the Platform is provided to your company by such provider, and our service providers.	Customers and their Authorized Users that access and use the Service, our Affiliates, 4Insite Providers if the Platform is provided to your company by such provider, and our service providers.
B. Personal information categories listed in the California Customer Records statute (Cal. Civ. Code § 1798.80(e)).	YES	To set up user accounts and provide the Site and Services, to market and advertise the Services, respond to inquiries, to process job applications, and for security and fraud prevention.	You, customers and their Authorized Users that provide User Supplied Data, and our service providers.	Customers and their Authorized Users that access and use the Service, our Affiliates, 4Insite Providers if the Platform is provided to your company by such provider, and our service providers.
C. Protected classification characteristics under California or federal law.	NO	Not applicable	Not applicable	Not applicable
D. Commercial information.	NO	Not applicable	Not applicable	Not applicable
E. Biometric information.	NO	Not applicable	Not applicable	Not applicable

Category	Collected	Business or Commercial Purpose	Categories of Sources of Personal Information	Categories of Third Parties to Whom Disclosed
F. Internet or other similar network activity.	YES	To provide and monitor use of the Site and Services, to market and advertise the Services, for security and fraud prevention and to improve and develop new features for the Sites and Services.	You, customers and their Authorized Users, 4Insite Providers if Platform is provided to your company by such providers and our service providers.	Our Affiliates, 4Insite Providers if the Platform is provided to your company by such provider, and our service providers.
G. Geolocation data.	YES, if a user has opted in when using the App.	To provide and monitor use of the Site and Services, and for security and fraud prevention.	You, customers and their Authorized Users, 4Insite Providers if the Platform is provided to your company by such providers and our service providers	Customers and their Authorized Users that access and use the Service, our Affiliates, 4Insite Providers if the Platform is provided to your company by such provider, and our service providers.
H. Sensory data.	YES, photos and videos may be submitted in connection with the Platform.	To provide the Site and Services and for security and fraud prevention.	You, customers, and their Authorized Users and 4Insite Providers if Platform is provided to your company by such providers.	Customers and their Authorized Users that access and use the Service, our Affiliates, 4Insite Providers if the Platform is provided to your company by such provider, and service providers.

<b>Category</b>	<b>Collected</b>	<b>Business or Commercial Purpose</b>	<b>Categories of Sources of Personal Information</b>	<b>Categories of Third Parties to Whom Disclosed</b>
I. Professional or employment-related information.	YES, in connection with job applications and title, salary and other information uploaded to the Platform by customers.	To process job applications received through the Site and in connection with certain features and modules of the Services, such as those relating to training and compliance.	You, customers, and their Authorized Users and 4Insite Providers if Platform is provided to your company by such providers	Our affiliates and service providers.
J. Non-public education information (per the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g, 34 C.F.R. Part 99)).	NO	Not applicable	Not applicable	Not applicable
K. Inferences drawn from other personal information.	NO	Not applicable	Not applicable	Not applicable

Please note that when we disclose personal information for a business purpose to a third-party service provider, we enter a contract that describes the purpose and requires the recipient to both keep that personal information confidential and not use it for any purpose except performing the contract.

**GDPR NOTICE**

This GDPR Notice outlines certain additional information that we are obligated to provide to residents of the European Union as well as certain rights such residents have with respect to the processing of their personal data under European Union General Data Protection Regulation 2016/679 and its amendments (“GDPR”). Capitalized terms not otherwise defined in this Policy shall have the meaning given them in the GDPR. For purposes of this notice, we use the terms

“personal data,” “process,” “controller,” and “data subject” as each such term is defined in the GDPR.

The controller of personal data collected through the Site is 4Insite, LLC, 5049 Roberts, Avenue, McClellan, CA 95652.

## LEGAL BASIS FOR PROCESSING OF PERSONAL INFORMATION

We process the personal data from EU data subjects for the purposes described in the sections entitled “The Information We Collect About You” and “How We Use Your Information” in our Policy. We rely on several legal basis for our processing activities:

- **Necessary for Contract:** We process personal information as necessary to enter into and perform contracts with our customers and provide the Services. For example, we are not able to provide our Services and products according to contracts unless users provide us with necessary personal information to create an account. This collection and processing of the Personal Data is based on Art. 6 para. 1(b) GDPR (necessary for the performance of a contract with you).
- **Consent:** We may also process your personal data if we have received your consent, such as to respond to requests from you or when you sign up for newsletters. Please note that if we rely on consent, we only use the personal data as described in your consent. You may withdraw your consent at any time, but such withdrawal will not affect the lawfulness of the processing prior to the withdrawal. The collection and processing of personal information based on your consent is in accordance with Art. 6 para. 1(a) GDPR.
- **Legitimate Interest:** We use your personal data to take actions in our legitimate interest (except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject, which require protection of personal information) such as to inform you of our business operations and our products and services, to analyze usage of our Site and Services, to improve our products and Services, or in the event of a merger or acquisition of 4Insite. The collection and processing of personal information based on legitimate interest is in accordance with Art. 6 para 1(f) GDPR.
- **As Processor:** In the case of User Supplied Data, the controller of personal data contained in such data is the customer that uploaded such data. We process such User Supplied Data as a processor for the purposes of providing Services to such customer. We process such User Supplied Data in accordance with the GDPR if such User Supplied Data relates to an EU resident.

## DATA RETENTION

We retain personal data about you for the time necessary to accomplish the purpose for which such information was collected, usually for the duration of any contractual relationship or the period in which we provided Services to you or your company, and for any period thereafter as legally required or permitted by applicable law. Our retention policies reflect applicable statute of limitation periods and legal requirements.

## DATA SUBJECT RIGHTS

Data subjects of the European Union have the following rights:

- **Access, Correction and Erasure Requests.** You have the right to:
  - contact us to confirm whether we are processing your personal data;
  - receive information on how your personal data is processed;
  - obtain a copy of your personal data;
  - request that we update or correct your personal data; and
  - request that we delete personal data in certain circumstances.
- **Right to Object to Processing.** You have the right to request that we cease processing of your personal data if based on our legitimate interest, unless we are able to demonstrate a compelling legitimate basis for such processing or we need to process your personal data for the establishment, exercise, or defense of a legal claim.
- **Right to Restrict Processing.** You have the right to request that we limit the processing of your personal data:
  - while we are evaluating or in the process of responding to a request by you to update or correct your personal information where such processing is unlawful and you do not want us to delete your data;
  - where we no longer require such data, but you want us to retain the data for the establishment, exercise, or defense of a legal claim; and
  - where you have submitted an objection to processing based on our legitimate business interests, pending our response to such request.
- **Data Portability Requests.** You have the right to request that we provide you or a third party that you designate with certain of your personal data in a commonly used, machine readable format. Please note, however, that data portability rights apply only to personal data that we have obtained directly from you and only where our processing is based on consent or the performance of a contract.

If you believe our processing of your personal data violates the GDPR, you have a legal right to lodge a complaint with a supervisory authority responsible for data protection. You may do so in the EU member state of your habitual residence, your place of work, or the place of the alleged violation.

***Submitting Requests.*** You can submit requests under the GDPR by contacting us at [privacy@4insite.com](mailto:privacy@4insite.com). We will respond to all such requests within 30 days of our receipt of the request, unless there are extenuating circumstances, in which event we may take up to 60 days to respond. We will inform you if we expect our response to take longer than 30 days. Please note, however, that certain personal information may be exempt from such rights pursuant to applicable data protection laws. In addition, we will not respond to any request unless we are able to appropriately verify the requester's identity. We may charge you a reasonable fee for subsequent copies of personal information that you request. In addition, if we consider that a request is manifestly unfounded or excessive, we may either request a reasonable fee to deal with the request or refuse to deal with the request.