

## **Woven - Privacy Notice**

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### **Woven Teams, Inc. Privacy Notice General**

We know that your privacy is important to you, and we work hard to earn and keep your trust. Woven, Inc., a Delaware corporation doing business as Woven (collectively with its subsidiaries, “Woven,” “Company,” “we,” “us,” and “our”), respects your privacy and is committed to protecting your privacy through our compliance with this Privacy Policy (the “Policy”).

This Policy describes:

- The types of information we collect from you or that you may provide when you visit our website available at [woventeams.com](http://woventeams.com), as well as any websites and blogs directly owned by Woven (collectively, our “Website”).
- Our practices for collecting, using, maintaining, protecting, and disclosing that information.

This Policy applies to information we collect on this Website or in emails and other electronic messages between you and this Website, information gathered when you interact with our advertising on third-party websites if such advertisements include links to this Policy, and information about individuals who use Woven as part of applying at one of Woven’s customers.

This Policy does not apply to information collected by us offline or through any other means, including on any other website operated by any third party, or information collected by any third party through any application or content (including advertising) that may link to or be accessible from the Website (for further information, see below, “Third-party Websites”).

Please read this Policy carefully to understand our practices regarding your information and how we will treat it. If you do not agree with our policies and practices, then please do not use our Website. By using our Website, you agree to the terms of this Policy. This Policy may change from time to time (see below, “Changes to this Policy”). Your continued use of our Website after we make changes is deemed to be acceptance of those changes, so please check the Policy periodically for updates.

This Privacy Policy contains some information which applies to European users only. “European users” are individual users based in the European Economic Area, the UK, and Switzerland.

### **Website Terms of Use; Other Agreements**

This Policy should be read in conjunction with any applicable Terms of Use, into which this Policy is incorporated by reference.

### **What We Collect and How We Collect It**

As part of the Woven services, we store customer financial data as well as customer employee utilization information. To ensure that we provide you with the best possible experience, we will

store, use, and share personal information about you in accordance with this Policy. Personal information is information that identifies, relates to, describes, references, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular user, household or device (“Personal Information”). In particular, the Website may collect the following categories of Personal Information from users of the Website:

Category	Examples	Collected
Identifiers	A real name, postal address, unique personal identifier, on- line identifier, Internet Protocol address, email address, account name.	YES
Protected classification characteristics	Age (40 years or older), race, color, ancestry, national origin, citizenship, religion or creed, marital status, medical condition, physical or mental disability, sex (including gender, gender identity, gender expression, pregnancy or childbirth and related medical conditions), sexual orientation, veteran or military status, genetic information (including familial genetic information).	NO
Commercial information	Records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies.	NO
Sensitive Personal Information	Precise geolocation, Social Security number, driver’s license, state identification card, passport number, account log-in, financial account, debit card, credit card number with security, or access code or password, racial or ethnic origin, religious/philosophical beliefs, or union membership, contents of mail, email, and text messages, genetic data and processing of biometric information, health and sexual orientation.	NO
Biometric information	Genetic, physiological, behavioral, and biological characteristics, or activity patterns used to extract a template of other identifier or identifying information, such as, fingerprints, faceprints, and voiceprints, iris or retina scans, keystroke, gait, or other physical patterns, and sleep, health, or exercise data.	NO

Internet or other similar network activity	Browsing history, search history, information on a consumer's interaction with a website, application, or advertisement.  Physical location or movements. Audio, electronic, or similar information. Current or past job history or performance evaluation or job affiliation.	YES
Geolocation data Sensory data	Physical location or movements. Audio, electronic, visual, thermal, olfactory, or similar information.	NO
Professional or employment-related information	Current or past job history or performance evaluation or job affiliation.	YES
Non-public education information	Education records directly related to a student maintained by an educational institution or party acting on its behalf, such as grades, transcripts, class lists, student schedules, student identification codes, student financial information, or student disciplinary records.	NO
Inferences drawn from other Personal Information	Profile reflecting a person's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.	NO

The information that you provide in each case will vary. In some cases, you may be able to provide Personal Information via email or free text boxes, such as contacting Woven to request further information. When providing your Personal Information, please provide only relevant information and do not provide unnecessary sensitive information, such as Social Security numbers, credit card information or other sensitive personal data, unless required for our services.

We obtain the categories of Personal Information listed above from the following categories of sources:

**Directly from you.** For example, when you:

- register yourself with the Website;
- place an order;
- subscribe to one of our e-newsletters;
- review or comment on one of our products;

- interact with our live chat feature;
- submit a job application; or
- communicate with us, such as request information.

**Indirectly from you.** For example, through information we collect from you in the course of providing our services to you.

**Directly and indirectly from activity on our Website.** For example, from Website usage details that are collected automatically. For more information on automatic information collection, please review the “Automated Information Collection” section below. Often, Woven collects information under the direction of its clients, and has no direct relationship with the individuals whose Personal Information it processes. Woven collects third party information when a customer connects an integration to our platform. This information is retained for the life of the contract with our clients, even if the integration is disconnected.

Additionally, we may ask you to create a username and password that should only be known to you. When you provide this information to us, you are no longer anonymous. Moreover, we may receive information about you from other sources and add it to the information you have provided to us. Likewise, we may provide you with the opportunity to use integration services by logging into your existing tools. This service will authenticate your identity and provide you the option to share certain Personal Information to use with Woven.

### **Automated Information Collection**

In addition to the information that you provide to us, we may also collect information about you during your visit to our Website. We collect this information using automated tools that are detailed below. These tools may collect information about your behavior and your computer system, such as your internet address (IP Address), the pages you have viewed, and the actions you have taken while using the Website. This information may be stored in log files. Some of the tools we use to automatically collect information about you may include:

- a) **Cookies.** A “cookie” is a small data file transmitted from a website to your device’s hard drive. Cookies are usually defined in one of two ways, and we may use either (or both) of them: 1. session cookies, which do not stay on your device after you close your browser, and 2. persistent cookies, which remain on your device until you delete them or they expire.

Of course, if you do not wish to have cookies on your devices, you may turn them off at any time by modifying your internet browser’s settings. However, by disabling cookies on your device, you may be prohibited from full use of the Website’s features or lose access to some functionality.

- b) **Google Analytics.** The Website sends aggregated non-Personal Information to Google Analytics for the purpose of providing us with the ability to conduct technical and statistical analysis on the Website’s performance. For more information on how Google Analytics supports the Website and uses information sent from the Website, please review Google’s privacy policy available at <https://policies.google.com/technologies/partner-sites>.
- c) **Web Beacons.** A Web Beacon is an electronic image. Web Beacons can track certain things from your computer and can report activity back to a web server allowing us to understand some of your behavior. If you choose to receive emails from us, we may use Web Beacons to track your reaction to our emails. We may also use them to track if you click on the links and at what time and date you do so. Some of the third-party marketers

we engage with may use Web Beacons to track your interaction with online advertising banners on our Website. This information is only collected in aggregate form and will not be linked to your Personal Information. Please note that any image file on a webpage can act as a Web Beacon.

- d) **Embedded Web Links.** Links provided in our emails and, in some cases, on third-party websites may include tracking technology embedded in the link. The tracking is accomplished through a redirection system. The redirection system allows us to understand how the link is being used by email recipients. Some of these links will enable us to identify that you have personally clicked on the link and this may be attached to the Personal Information that we hold about you. This data is used to improve our service to you and to help us understand the performance of our marketing campaigns.
- e) **Third-party Websites and Services.** We work with a number of service providers of marketing communications technology. These service providers may use various data collection methods to improve the performance of the marketing campaigns we are contracting them to provide. The information collected can be gathered on our Website and also on the websites where our marketing communications are appearing. For example, we may collect data where our banner advertisements are displayed on third-party websites.
- f) **Behavioral Targeting and Re-Targeting.** We partner with third parties to either display advertising on our Website or to manage our advertising on other websites. Our third-party partner may use technologies such as cookies to gather information about your activities on this Website and other websites in order to provide you advertising based upon your browsing activities and interests. If you wish to not have this information used for the purpose of serving you interest-based ads, you may optout by sending an email to [tohelp+privacy@woventeams.com](mailto:tohelp+privacy@woventeams.com). Please note this does not opt you out of being served ads. You will continue to receive generic ads.

## Cookies

Like most websites, we may place a “cookie,” or small file, in the browser files of a visitor’s computer. Some cookies are used to prepopulate forms for you so that on repeat visits to our Website so you don’t need to re-enter certain information. You can typically remove or reject cookies via your browser settings. To do this, follow the instructions provided in your browser (usually located within the “settings,” “help,” “tools” or “edit” facility). Many browsers are set to accept cookies until you change your settings. If you disallow cookies, you will not have the advantage of having certain sections of forms being prepopulated for you, and you may not be able to access certain parts of our Website.

You can find more information about cookies and how to manage them at [www.allaboutcookies.org](http://www.allaboutcookies.org).

Our Website uses the following types of cookies for the purposes set out below:

Type of Cookie	Purpose
<i>Essential Cookies</i>	These cookies are essential to provide you with services on our Website and to enable you to use some of their features. Without these cookies, the services on our Website that you request may not be possible to provide. We only use these cookies to provide you with those services on our Website.

<p><i>Functionality Cookies</i></p>	<p>These cookies allow us to remember choices you make when you use our services on our Website. The purpose of these cookies is to provide you with a more personalized experience and to avoid you from having to re-select your preferences every time you use our services on the Website.</p>
<p><i>Analytics and Performance Cookies</i></p>	<p>These cookies are used to collect information about traffic to our services and how users use our services on our Website. The information gathered may include the number of visitors to our Website, the websites that referred them us, the pages they visited, what time of day they visited, whether they have visited our Website before, and other similar information. We use this information to help operate our services on our Website more efficiently, to gather demographic information and to monitor the level of activity on our Website.</p>

We may also use third-party services such as Google Analytics. This helps us understand traffic patterns and know if there are problems with our website. We may also use embedded images in emails to track open rates for our mailings. You may opt out of Google Analytics cookies or opt-out of having your information sent to a third party by visiting Google's opt-out page – <https://tools.google.com/dlpage/gaoptout>.

Other third parties may deliver cookies to your device in order to track your online behaviors over time and across Third-Party Websites. You have choices about the information third parties may collect about you through this Website.

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

The information we gather and that you provide is collected to provide you information and the services you request, in addition to various other purposes, including, but not limited to:

- providing the information, products and services you request;
- satisfying the services agreements we execute with our clients;
- security, credit or fraud prevention purposes;
- providing you with effective customer service;
- providing you with a personalized experience when you use this Website;
- contacting you with special offers and other information we believe will be of interest to you (in accordance with any privacy preferences you have expressed to us);
- contacting you with information and notices related to your use of this Website;
- inviting you to participate in surveys and providing feedback to us (in accordance with any privacy preferences you have expressed to us);
- better understanding your needs and interests;
- improving the content, functionality and usability of this Website;

- improving our products and services;
- improving our marketing and promotional efforts; and
- any other purpose identified in an applicable privacy notice, click-through agreement or other agreement between you and us.

### **Duration of Processing**

To determine the appropriate retention period for your Personal Information, we consider the amount, nature, and sensitivity of the Personal Information, the potential risk of harm from unauthorized use or disclosure of your Personal Information, Woven's intended businesses purposes for which we process your Personal Information and whether we can achieve those purposes through other means, and the applicable legal requirements.

### **How We Disclose Your Information**

We do not sell or lease your Personal Information to any third party. We may disclose your Personal Information to a third party for a business purpose, as described in this section of the Policy.

In the preceding twelve (12) months, we may have disclosed the following categories of Personal Information for one or more business purposes:

- Identifiers;
- Internet or other network activity information; and
- Professional/employment information.

We may disclose your Personal Information for a business purpose to the following categories of third parties:

- Third party vendors who provide services that enhance our Website, products and services to you (such as vendors for customer support, candidate assessment administration, and our customers' applicant tracking systems);
- Our customers who use Woven as part of their application process;
- Our professional advisers such as our lawyers, bankers, auditors and insurers who assist us in running our business and to comply with our legal obligations; and
- Regulators, law enforcement agencies or such other third party or agency as required by applicable law, regulation, subpoena, or court order.

We may also share your information in the following circumstances:

### **Legal Reasons.**

- We believe that disclosure is reasonably necessary to comply with any applicable law, regulation, subpoena, or court order;
- To respond to duly authorized information requests from law enforcement or other governmental authorities;

- To enforce our agreements, policies, or the Terms of Use;
- To investigate and prevent security threats, fraud, or other malicious activity; or
- To respond to an emergency that we believe in good faith requires us to disclose such information to assist in preventing the death or serious bodily injury of any person or Woven employee.

**Sale of Business or Merger.** There are circumstances where Woven may decide to buy, sell, or reorganize its business in selected countries. Under these circumstances, it may be necessary to share or receive Personal Information with prospective or actual partners or affiliates. In such circumstances, Woven will ensure your information is used in accordance with this Policy.

### **Your Choices and Selecting Your Privacy Preferences**

We want to provide you with relevant information that you have requested. When possible, we will always provide options as to what information we collect and how you can manage any preferences that pertain to such information.

If we provide subscription-based services, such as email newsletters, we will allow you to make choices about what information you provide at the point of information collection or at any time after you have received a communication from us while you are subscribed. Transactional or service-oriented messages, such as delivery confirmation messages, are usually excluded from such preferences, as such messages are required to respond to your requests or to provide goods and services, and are not intended for the purposes of marketing.

We will not intentionally send you email newsletters and marketing emails unless you consent to receive such marketing information. After you request to receive these emails, you may opt out of them at any time by selecting the “unsubscribe” link at the bottom of each email. Please note that by opting out or unsubscribing you may affect other services you have requested we provide to you, in which email communication is a requirement of the service provided.

### **Accuracy and Access to Your Personal Information**

We strive to maintain and process your information accurately. We have processes in place to maintain all of our information in accordance with relevant data governance frameworks and legal requirements. We employ technologies designed to help us maintain information accuracy on input and processing.

Where we can provide you access to your Personal Information in our possession, we will always ask you log in via a third party authentication service or ask you to log in with a username and password to help protect your privacy and security. We recommend that you keep your password safe, that you change it periodically, and that you do not disclose it to any other person or allow any other person to use it.

To view and change the Personal Information that you have provided to us, you can log in to your account and follow the instructions on that webpage, or contact us directly for assistance.

### **Information of Minors**

We do not intentionally seek to gather information from individuals under the age of eighteen (18). We do not target the Website to minors, and would not expect them to be engaging with our Website or services. We encourage parents and guardians to provide adequate protection measures to prevent minors from providing information unwillingly on the internet. If we are aware



of any Personal Information that we have collected about minors, please contact us, and we will take steps to securely remove it from our systems.

## **Submissions**

We welcome inquiries or feedback on the services or products you might use or like to use. Any inquiries, feed-back, suggestions, ideas, materials, blog posts, comments or other information you provide to us (collectively, "Submissions") will be treated as non-proprietary and non-confidential. Your Submissions on or through this Website are available to others who visit this Website. In addition, we may use your Submissions in advertising campaigns and other promotions. We may or may not use your name in connection with such use, and we may or may not seek your consent before using the Submissions for such purposes. Therefore, you should have no expectation of privacy with respect to your Submissions on or through this Website. You should not submit any content you do not wish to make available to the general public, and you must take special care to make sure your Submissions comply with our Terms of Use or other applicable agreements. All terms and conditions of our Terms of Use apply to Submissions on or through this Website. In particular, your Submissions must not violate the privacy or other rights of others. You may not use false identifying information or contact information, impersonate any person or entity, or otherwise mislead us as to the origin of any Submission.

## **Third-party Websites**

This Policy does *not* apply to websites or other domains that are maintained or operated by third parties or our affiliates. Our Website may link to third-party websites and services, such as Facebook, Twitter, and LinkedIn. For example, if you click on an advertisement on this Website, you may be taken to another website that we do not control. These links are not endorsements of these websites, and this Policy does not extend to them. Because this Policy is not enforced on these third-party websites, we encourage you to read any posted privacy policy of the third-party website before using the service or website and providing any information.

## **For Website Users or Visitors Outside of the United States**

To provide you with our services, we may store, process, and transmit information in the United States and other locations around the world, including countries that may not have the same privacy and security laws as yours. Regardless of the country in which such information is stored, we will process your Personal Information in accordance with this Policy. By using the Website, you consent to the processing, transfer and storage of your information in and to the United States and other countries, where you may not have the same rights as you do under your local law.

## **For European Users**

European users are afforded specific rights with respect to their Personal Information, or "personal data" as defined under the General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, or "GDPR") or similar legislation applicable in the UK and Switzerland.. For the purposes of this Policy, Woven operates as a data controller. Any personal data we collect from you is processed in the United States and under the terms of this Policy. You also acknowledge that by providing your personal data through the Website your personal data is transferred to and accessed by our personnel in the United States. If you do not wish for your personal data to be used in the manner set out in this Policy or transferred to the United States, you should not access or use the Website.

The Data Controller is: NAME: Woven Teams, Inc. ADDRESS: 8520 Allison Pointe Blvd Ste 223, PMB 83867, Indianapolis, Indiana 46250-4299, United States EMAIL ADDRESS: help+privacy@woventeams.com

For European users, in relation to each processing purpose, we rely on the following legal grounds for processing your Personal Information:

Processing Purpose	Legal Basis to Process your Personal Information
<i>Providing the information, products and services you request</i>	<p>Where your enquiry relates to a specific aspect of the services we provided to you: to perform our contract with you and to provide those services to you.</p> <p>Alternatively, our legitimate interests in responding to enquiries posed to us and maintaining the Website.</p>
<i>Satisfying the services agreements we execute with our clients</i>	<p>Our legitimate interests in performing and complying with our contractual obligations with our clients.</p>
<i>Security, credit or fraud prevention purposes</i>	<p>To comply with a legal or regulatory obligation and/or our legitimate interests in ensuring the security of the Website, preventing fraud, and creating and maintaining positive, safe and friendly space for user interaction.</p>
<i>Providing you with effective customer service</i>	<p>To perform our contract with you and to provide those services to you.</p> <p>Alternatively, our legitimate interests in responding to customer service enquiries posed to us and maintaining the Website.</p>
<i>Providing you with a personalized experience when you use this Website</i>	<p>Our legitimate interests in developing the Website and keeping content and features relevant, keeping users engaged with the Website.</p> <p>To the extent this involves storing information on your device such as cookies or other similar web technologies, your consent.</p>
<i>Contacting you with special offers and other information we believe will be of interest to you (in accordance with any privacy preferences you have expressed to us)</i>	<p>Your Consent</p>
<i>Contacting you with information and notices related to your use of this Website</i>	<p>To perform our contract with you and to provide services to you.</p> <p>Alternatively, our legitimate interests in running and maintaining the Website securely and effectively.</p>
<i>Inviting you to participate in surveys and providing feedback to us (in accordance with any privacy preferences you have expressed to us)</i>	<p>Your Consent</p>
<i>Better understanding your needs and interests</i>	<p>Our legitimate interests in developing the Website and keeping content and features relevant, keeping users engaged with the Website.</p> <p>To the extent this involves storing information on your device such as cookies or other similar web technologies, your consent.</p>

<i>Improving the content, functionality and usability of this Website</i>	<p>Our legitimate interests in developing the Website and keeping content and features relevant, keeping users engaged with the Website.</p> <p>To the extent this involves storing information on your device such as cookies or other similar web technologies, your consent.</p>
<i>Improving our products and services</i>	<p>Our legitimate interests in developing the Website, our products and services and keeping content and features relevant, keeping users engaged with the Website, our products and services.</p> <p>To the extent this involves storing information on your device such as cookies or other similar web technologies, your consent.</p>
<i>Improving our marketing and promotional efforts</i>	<p>Our legitimate interests in growing our activities, informing marketing strategies and defining types of customers for new products and services.</p>
<i>Comply with our legal and regulatory obligations and protect our legal and commercial interests</i>	<p>To comply with a legal or regulatory obligation and/or our legitimate interests in efficiently fulfilling our legal and contractual duties (including in jurisdictions other than that in which you reside), protecting our organizational image and brand, managing legal risk, and complying with regulations that apply to us.</p>

We will only use your Personal Information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us using the contact details below. If we need to use your Personal Information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

You can exercise any of the following rights, subject to verification of your identity and limitations set out in applicable laws, by notifying us as described below:

- **Access to your Personal Information.** You may email us at [help+privacy@woventeams.com](mailto:help+privacy@woventeams.com) to request a copy of the personal data our Website databases currently contain.
- **Restrict Automated Processing and Decision-Making.** You may email us at [help+privacy@woventeams.com](mailto:help+privacy@woventeams.com) to request that we stop using your personal data for automated processing, such as profiling. In your email, please explain how you wish us to restrict automated processing of your personal data. When such restrictions are not possible, we will advise you accordingly. You can then choose to exercise any other rights under this Policy, to include withdrawing your consent to the processing of your personal data.
- **Correction or Rectification of your Personal Information.** You can correct what personal data our Website database currently contains by accessing your account directly, or by emailing us at [help+privacy@woventeams.com](mailto:help+privacy@woventeams.com) to request that we correct or rectify any personal data that you have provided to us. We may not accommodate a request to change information if we believe the change would violate any law or legal requirement or cause information to be incorrect. Where applicable, we will ensure such changes are shared with trusted third parties.
- **Restrict Processing of your Personal Information.** When applicable, you may restrict the processing of your personal data by submitting a request via email to

help+privacy@woventeams.com. In your email, please explain how you wish us to restrict processing of your personal data. When such restrictions are not possible, we will advise you accordingly. You can then choose to exercise any other rights under this Policy, to include withdrawing your consent to the processing of your personal data. Where applicable, we will ensure such changes are shared with trusted third parties.

- **Object to Processing of your Personal Information.** When applicable, you have the right to object to the processing of your personal data by submitting a request via email to help+privacy@woventeams.com. When such objections are not possible, we will advise you accordingly. You can then choose to exercise any other rights under this Policy, to include withdrawing your consent to the processing of your personal data. Where applicable, we will ensure such changes are shared with trusted third parties.
- **Portability.** Upon request and when possible, we can provide you with copies of your personal data. You may submit a request via email to help+privacy@woventeams.com. When such a request cannot be honored, we will advise you accordingly. You can then choose to exercise any other rights under this Policy, to include withdrawing your consent. Where applicable, we will ensure such changes are shared with any trusted third parties.
- **Withdraw Consent.** Where we rely on consent as our legal basis for processing, at any time you may withdraw your consent to our processing of your personal data through this Website by notifying us via email at help+privacy@woventeams.com. Using the same email address associated with your Website account, simply type the words “WITHDRAW CONSENT” in the subject line of your email. Upon receipt of such a withdrawal of consent, we will confirm receipt and proceed to stop processing your personal data. Where applicable, we will ensure such changes are shared with trusted third parties.
- **Erasure.** If you should wish to cease use of our Website and have your personal data deleted from our Website, then you may submit a request by emailing us at help+privacy@woventeams.com. Upon receipt of such a request for erasure, we will confirm receipt and will confirm once your personal data has been deleted. Where applicable, we will ensure such changes are shared with trusted third parties.
- **Submit Complaints or Questions.** If you wish to raise a complaint on how we have handled your personal data, you can contact us as described below. If you reside in a European Union member state, you may also lodge a complaint with the supervisory authority in your country. A list of supervisory authorities in the EEA is available here: [http://ec.europa.eu/justice/data-protection/bodies/authorities/index\\_en.htm](http://ec.europa.eu/justice/data-protection/bodies/authorities/index_en.htm). If you are in the UK, you have the right to make a complaint at any time to the Information Commissioner’s Office, the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns before you approach the supervisory authority so please contact us in the first instance using the contact details set out below.

Please note that some of these rights are not absolute and we may refuse a request to exercise particular rights, but we will keep you informed as to the actions that we can take when you make your request. We try to respond to all legitimate requests within one month, although we will notify you if it will take longer.

### **European Users – International Data Transfers**

Where our service providers or other third parties (identified above) based outside the European Economic Area or UK receive personal data, we ensure the transfer is either (a) to a country deemed to provide an adequate level of protection by the European Commission, the UK or Switzerland or (b)

pursuant to specific contracts approved by the European Commission or the relevant local regulator. Please contact us if you want further information on the specific mechanism used by us when transferring your Personal Data out of the EEA, UK or Switzerland.

### **Safeguarding the Information We Collect**

We use reasonable technical, administrative, and physical safeguards in order to protect your Personal Information against accidental loss and from unauthorized access, use, alteration, and disclosure. We limit access to your Personal Information to those employees, agents, contractors and other third parties who have an organizational need-to-know. They will only process your Personal Information on our instructions, and they are subject to a duty of confidentiality. However, we can never promise 100% security. You have a responsibility, as well, to safeguard your information through the proper use and security of any online credentials used to access your Personal Information, such as a username and password. If you believe your credentials have been compromised, please change your password. Please also notify us of any actual or suspected unauthorized use.

### **Changes to this Policy**

This Policy describes our current policies and practices with regard to the information we collect through this Website. We are continually improving and adding to the features and functionality of this Website along with the products and services we offer through this Website. If we make any changes to this Policy, a revised Policy will be posted on this webpage and the date of the change will be reported in the “Last Revised” block above. You can get to this page from any of our webpages by clicking on the “Privacy Policy” link (usually at the bottom of the screen).

### **How to Contact Us**

We value your opinions and welcome your feedback. To contact us about this Policy or your Personal Information, please contact us by email at [help+privacy@woventeams.com](mailto:help+privacy@woventeams.com) with “Privacy” in the subject line.