

# Privacy Statement

## Privacy Statement

**Effective as of March 29, 2022**

HR Cloud, Inc. (“HRCloud.com,” “We”, “Us”, “Our” or “the Company”) is committed to privacy protection for HRCloud.com website visitors and registrants for the Company’s events (attendees) and services (customers). This privacy statement applies to www.HRCloud.com, HR Cloud app (iOS and Android), corehr.HRCloud.com, API’s, workflows, and Workmates. HRCloud.com is owned and operated by HRCloud.com. It also describes the choices available to you regarding our use of your personal information and how you can access and update this information. The use of information collected through our service shall be limited to the purpose of providing the service for which the Client has engaged.

## Information EU – U.S. Privacy Shield and Swiss – U.S. Privacy Shield

HRCloud.com complies with the EU-U.S. Privacy Shield Framework and the Swiss-U.S. Privacy Shield Framework as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of personal information from European Union member countries and Switzerland transferred to the United States pursuant to Privacy Shield. HRCloud.com has certified that it adheres to the Privacy Shield Principles with respect to such data. If there is any conflict between the policies in this privacy policy and data subject rights under the Privacy Shield Principles, the Privacy Shield Principles shall govern. To learn more about the Privacy Shield program, and to view our certification page, please visit <https://www.privacyshield.gov/>

With respect to personal data received or transferred pursuant to the Privacy Shield Framework, HRCloud.com is subject to the regulatory enforcement powers of the U.S. Federal Trade Commission. HR Cloud uses standard contractual clauses, as needed, to transfer data to and from the EU.

If you are an individual in the EU or Switzerland, HRCloud.com acknowledges that you have the right to access your personal information that we have received or processed in the U.S. under Privacy Shield. HRCloud.com has no direct relationship with the individuals whose personal information it processes for its Clients. Such an individual who seeks access, or who seeks to correct, amend, or delete inaccurate data should direct his query to HRCloud.com’s Client (the data controller). HRCloud.com will assist such individuals in contacting the appropriate Client. If you are an individual in the EU or Switzerland with a direct relationship with HRCloud.com, you may direct

your request to access, correct, or delete your information under Privacy Shield to [security@HRCloud.com](mailto:security@HRCloud.com). For more information about the options for correcting inaccurate information in our systems please see “Changing your information” below.

We will provide an individual opt-out choice, or opt-in for sensitive data, before we share your data with third parties other than our agents. To request to limit the use and disclosure of your personal information, please submit a written request to [security@HRCloud.com](mailto:security@HRCloud.com)

HRCloud.com's accountability for personal data that it receives in the United States under the Privacy Shield and subsequently transfers to a third party is described in the Privacy Shield Principles. In particular, HRCloud.com remains responsible and liable under the Privacy Shield Principles if third-party agents that it engages to process personal data on its behalf do so in a manner inconsistent with the Principles, unless HRCloud.com proves that it is not responsible for the event giving rise to the damage.

In certain situations, HRCloud.com may be required to disclose personal data in response to lawful requests by public authorities, including to meet national security or law enforcement requirements.

In compliance with the Privacy Shield Principles, HRCloud.com commits to resolve complaints about your privacy and our collection or use of your personal information transferred to the United States pursuant to Privacy Shield. European Union and Swiss individuals with Privacy Shield inquiries or complaints should first contact HRCloud.com by email at [security@HRCloud.com](mailto:security@HRCloud.com)

HRCloud.com has further committed to refer unresolved privacy complaints under the Privacy Shield Principles to an independent dispute resolution mechanism, the BBB EU PRIVACY SHIELD. If you do not receive timely acknowledgment of your complaint, or if your complaint is not satisfactorily addressed, please visit <http://www.bbb.org/EU-privacy-shield/for-eu-consumers> for more information and to file a complaint. This service is provided free of charge to you.

If your complaint involves human resources data transferred to the United States from the EU and/or Switzerland in the context of the employment relationship, and HRCloud.com does not address it satisfactorily, HRCloud.com commits to cooperate with the panel established by the EU data protection authorities (DPA Panel) and/or the Swiss Federal Data Protection and Information Commissioner, as applicable and to comply with the advice given by the DPA panel and/or Commissioner, as applicable with regard to such human resources data. To pursue an unresolved human resources complaint, you should contact the state or national data protection or labor authority in the appropriate jurisdiction. Contact details for the EU data protection authorities can be found at [https://edpb.europa.eu/about-edpb/board/members\\_en](https://edpb.europa.eu/about-edpb/board/members_en). Complaints related to human resources data should not be addressed to the BBB EU PRIVACY SHIELD.

If your Privacy Shield complaint cannot be resolved through the above channels, under certain conditions, you may invoke binding arbitration for some residual claims not resolved by other redress mechanisms. See Privacy Shield Annex 1 at <https://www.privacyshield.gov/article?id=ANNEX-I-introduction>.

## **Information Collected**

When you visit our Website and make a request for information or register on HRCloud.com's Web site, the Company will collect the following personal information from you.

- Contact Information such as name, company name, phone number, and email address.
- Information your employer asks us to collect for employer use such as electronic signature, physical address, phone numbers, previously used names, nickname, date of birth, gender, tax id/social security number, your profile picture, vehicle make/model/license and emergency contact name/address/phone/email.
- Information your employer asks us to collect to verify employment eligibility such as alien number/expiration, I-94 number/expiration, citizenship status, and passport number/place-of-issue/expiration/issuing-authority.
- Information your Employer asks us to collect to facilitate payroll processing such as bank account name/routing/account#, tax deductions and any other withholdings.
- Information other company employees can use to contact you via social media such as your Facebook, LinkedIn, Twitter, Google Hangouts, Skype, or Yammer ID's.
- Other information your company may ask us to collect, will be detailed by your Employer's privacy policy.

When browsing HRCloud.com the Company may also collect information through the use of data-gathering tools, such as cookies and Web beacons. This information includes your web browser, your internet protocol address, any information your browser attaches to the web request, and the navigation actions you take on the Company's Web sites.

These are detailed later in the privacy policy.

## **Use of Information**

HRCloud.com utilizes the information collected to

- supply you with the services you request,
- supply you with additional information about the Company's promotions, events, partners, and services,
- make improvements to the Company's Services and Web sites.

### **Sharing collected information**

HRCloud.com may share personal information that you provide with organizations that work on behalf of HRCloud.com only in the ways that are described in this privacy statement.

### **Service Providers**

HRCloud.com may share collected personal information with contracted service providers in order to complete services these services are:

Raygun for diagnostics to help identify, reproduce and resolve system problems. That includes:

- Bug tracking
- Crash reporting for clients errors
- Log entry containing information, that may include any of the information listed in this privacy policy but will be sent only when an application exception occurs

HubSpot for ticketing & customer support chat

- Email
- First/Last name

HRCloud.com offers its customers to optionally connect to multiple additional services. If customer's administrator chooses to connect to the service of his/hers choice they accept the obligation to inform other employees about the personal information being collected from HR Cloud system.

HRCloud.com Affiliates

HRCloud.com may share customer information with other companies, including affiliates and business partners. For example, information may be shared if you express interest in a jointly offered product with one of the Company's business partners.

HRCloud.com does not share data about HRCloud.com event attendees with business partners unless you opt in to share such information, or you attend a Company event and your badge is scanned by one of HRCloud.com's business partners.

Should you opt-in or have your badge scanned by a business partner your information will be subject to the privacy statement of the business partner.

- Third Parties

HRCloud.com does not permit third parties to collect personal information through advertising and marketing technologies nor does HRCloud.com share personal information with such companies, unless they are listed in this section. HR Cloud may select additional sub-processors to fulfill these functions, however this privacy policy will be updated to reflect any new sub-processors.

- Microsoft for Skype, Office 365 calendaring

- Email, name, Date of Birth

- Google for Hangouts, G Suite calendaring

- Email, name, Date of Birth

- Hubspot for website usage and tracking

- Email, name

- TechSmith Screencast to capture and share screenshots
- Loom Video recording tool to record feature screen shares
- Email, name, phone number, tracking cookie,
- Compelled Disclosure

HRCloud.com may disclose your personal information as required by law, such as to comply with a subpoena, or similar legal process or when we believe in good faith that disclosure is necessary to protect our rights, protect your safety or the safety of others, investigate fraud, or respond to a government request. If HRCloud.com is involved in a merger, acquisition, or sale of all or a portion of its assets, you will be notified via email and/or a prominent notice on our Web site of any change in

ownership or uses of your personal information, as well as any choices you may have regarding your personal information.

### **Transferring information**

HRCloud.com primarily stores information about HRCloud.com visitors in the United States

### **Changing your information**

Upon request, HRCloud.com will provide you with information about whether we hold any of your personal information. Customers may update or change their registration information by editing their user or organization records. To update a user profile, please log in to <http://www.HRCloud.com> with your registered email address. An email will be sent to update your information. To update billing information, please email [support@HRCloud.com](mailto:support@HRCloud.com) or call 855-714-7253 . To discontinue your account or request deletion of your information and to have information you maintained in the Services returned to you, please email [support@HRCloud.com](mailto:support@HRCloud.com), call 855-714-7253, or click on <https://corehr.HRCloud.com/PrivacyPolicy/RequestForm>. We will respond to your request within 30 days.

We will retain your information for as long as your account is active or as needed to provide you with services. We will retain and use your information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

### **Communication Preferences**

When you register for an account, we will use your name and email address to send periodic emails to you transactional in nature.

We will also send you service-related email announcements on rare occasions when it is necessary to do so. For instance, if our service is temporarily suspended for maintenance, we might send you an email. You do not have an option to opt-out of these emails, which are not promotional in nature.

### **Links to 3rd Party Sites**

Our Web site includes links to other sites whose privacy practices may differ from those of HRCloud.com. HRCloud.com encourages you to read the privacy statements of other Web sites to gain an understanding of their information practices.

HRCloud.com will ensure 3rd party sites follow our privacy requirements and the privacy requirements of your employer. You may check out the privacy policy of the 3rd party sites listed earlier in this privacy policy.

## **Tracking Technologies**

Technologies such as cookies or similar technologies are used by HRCloud.com and our marketing partners, affiliates, or analytics or service providers. These technologies are used in analyzing trends, administering the Web site, tracking users' movements around the site, and gathering demographic information about our user base as a whole. We may receive reports based on the use of these technologies by these companies on an individual as well as aggregated basis.

We use cookies to remember users' settings (e.g. language preference) for authentication. Users can control the use of cookies at the individual browser level. If you reject cookies, you may still use our site, but your ability to use some features or areas of our site may be limited.

These tracking cookies are identified earlier in this privacy policy.

- **Log Files**

As is true of most Web sites, we gather certain information automatically and store it in log files. This information may include internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, the files viewed on our site (e.g., HTML pages, graphics, etc.), operating system, date/time stamp, and/or clickstream data. We do link this automatically collected data to other information we collect about you. We do this to improve the services we offer you, to improve marketing, analytics, or site functionality.

- **IP Addresses**

HRCloud.com collects visitors' Internet Protocol (IP) addresses to gather non-personal information such as the region from which a visitor is located. IP addresses are also collected when users log in to the company's site.

- Behavioral Targeting / Re-Targeting

We partner with a third party to either display advertising on our Web site or to manage our advertising on other sites. Our third-party partner may use technologies such as cookies to gather information about your activities on this site and other sites in order to provide you advertising based upon your browsing activities and interests.

## **Do Not Track**

Certain browsers offer a do not track or DNT option. Due to a lack of defined industry standards, HRCloud.com does not currently respond to DNT preference settings. HRCloud.com will continue to monitor changes in standards.

## **Forums and Customer Testimonials**

HRCloud.com may provide comment sections and discussion boards. Information submitted in these areas may be viewed by others and may be used to send you unrequested messages. HRCloud.com is not responsible for the information you post in HRCloud.com forums.

HRCloud.com includes customer testimonials and case studies which may include quotes and comments from customers. HRCloud.com acquires consent prior to posting case studies and testimonials. To request the removal of your personal information from our blog or testimonials, contact us at [support@HRCloud.com](mailto:support@HRCloud.com). In some cases, we may not be able to remove your personal information, in which case we will let you know if we are unable to do so and why.

## **Security**

Security measures are used by HRCloud.com to protect customer data. HRCloud.com uses advanced Internet security measures. The Company's website is hosted in a secure server environment that uses a firewall and additional measures to prevent interference from outside sources. When you enter sensitive information (such as login credentials) on our login forms, we encrypt the transmission of that information using secure socket layer technology (SSL).

We follow generally accepted standards to protect the personal information submitted to us, both during transmission and once we receive it. No method of transmission over the Internet, or method



of electronic storage, is 100% secure, however. Therefore, we cannot guarantee its absolute security. If you have any questions about security on our Website, you can contact us at [support@HRCloud.com](mailto:support@HRCloud.com).

## **Social Media Widgets**

HRCloud.com includes Social Media Features, such as the Facebook Like button and Twitter Follow button or interactive mini-programs that run on HRCloud.com. These Features may collect your IP address, which page you are visiting on HRCloud.com, and may set a cookie to enable the Feature to function properly. Social Media Features and Widgets are either hosted by a third party or hosted directly on HRCloud.com. Your interactions with these Features are governed by the privacy statement of the company providing it.

## **Information Related to Data Collected through the HRCloud.com Service**

Information Related to Data Collected for our Clients:

- HRCloud.com collects information under the direction of its Clients (Data Controllers), and has no direct relationship with the individuals whose personal information it processes. If you are a customer of one of our Clients and would no longer like to be contacted by one of our Clients that use our service, please contact the Client that you interact with directly. We may transfer personal information to companies that help us provide our service. Transfers to subsequent third parties are covered by the service agreements with our Clients.

Access and Retention of Data Controlled by our Clients:

- HRCloud.com acknowledges that you have the right to access your personal information. HRCloud.com has no direct relationship with the individuals whose personal

the information it processes. An individual who seeks access, or who seeks to correct, amend, or delete inaccurate data should direct his query to HRCloud.com's Client (the data controller).

- HRCloud.com will retain personal information we process on behalf of our Clients for as long as needed to provide services to our Clients. HRCloud.com will retain this personal information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

## **Your Legal Rights**

- **Right to be Informed**

- You have a right to know what information is being collected. This privacy policy details the data items collected and shared.

- **Right to Access**

- You have a right to access our system and see all data related to you. You may log in to see this information or contact your employer for access.

- **Right to Rectification**

- You have a right to rectify any incorrect data. Please contact your employer for rectification.

- **Right to be Forgotten**

- You have a right to request we delete your information. Please contact your employer to initiate this request.

- **Right to Restrict Processing**

- You have the right to request a restriction or suppression of your personal data. Please contact your employer to initiate this request.

- **Right to Withdraw Consent**

- You have the right to opt-out. Please contact your employer to initiate this request.

- **Right to Data Portability**

- You have the right to obtain a copy of your personal data. Please contact your employer to initiate this request.

- **Right to Object**

- You have the right to object to the processing of your personal data in certain circumstances. Please contact your employer to initiate this request.

You may also have the right to make a GDPR complaint to the relevant Supervisory Authority. A list of Supervisory Authorities is available here: [https://edpb.europa.eu/about-edpb/board/members\\_en](https://edpb.europa.eu/about-edpb/board/members_en).

## **Privacy Statement Changes**

HRCloud.com reserves the right to change this Privacy Statement to reflect changes to our information practices. If changes are made to the Privacy Statement, HRCloud.com will post a notification on the Company website. If we make any material changes you will need to provide consent again.

## **How to Contact Us**

Questions about this Privacy Statement or the information practices of HRCloud.com should be directed to the Company by email at [support@HRCloud.com](mailto:support@HRCloud.com) or by mailing HRCloud Inc, 222 North Pacific Coast Highway, Suite 2000| El Segundo, CA 90245.

## **Data Protection Officer Contact Info**

Name: Krishna Surendra

Email: [security@HRCloud.com](mailto:security@HRCloud.com)

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