

## WORKRAMP ONLINE PRIVACY POLICY

Last revised: February 24, 2020

### 1. INTRODUCTION

**Purpose.** The purpose of this Privacy Policy is to describe how WorkRamp, Inc. (“WorkRamp”) collects, uses and shares information about you through our website located at [www.workramp.com](http://www.workramp.com) (collectively referred to herein as the “Site”). Please read this notice carefully to understand what we do. If you do not understand any aspects of our Privacy Policy, please feel free to contact us at [support@workramp.com](mailto:support@workramp.com)

Our Privacy Policy explains:

[Information That We Collect](#)

[How We Use and Share Your Information](#)

[Access to Your Information and Choices](#)

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**Scope; Third Party Sites.** This Privacy Policy applies only to information we collect at and through the Site. Our Site also contains links to third party sites that are not owned or controlled by WorkRamp. Please be aware that we are not responsible for the privacy practices of such other sites. We encourage you to be aware when you leave our Site and to read the privacy statements of each and every website that collects personal information.

**Terms of Use.** Please note that your use of our Site is also subject to our [Terms of Use](#).

### 2. INFORMATION THAT WE COLLECT

#### Information You Provide to Us

We collect information you provide to us, for example when you create or modify your account, register to use our Site, purchase products or services from us, request information from us, contact customer support, or otherwise communicate with us. This information may include:

- Name
- Email address

## **Information We Collect Through Your Use of our Site**

### **Google Analytics**

We use Google Analytics, a web analytics service provided by Google, Inc. (“Google”) to collect certain information relating to your use of the Site. Google Analytics uses “cookies”, which are text files placed on your computer, to help the Site analyze how users use the site. You can find out more about how Google uses data when you visit our Site by visiting “How Google uses data when you use our partners’ sites or apps”, (located at [www.google.com/policies/privacy/partners/](http://www.google.com/policies/privacy/partners/)).

### **Information Collected Through Cookies and Similar Technologies**

We and our service providers use cookies, web beacons, and other technologies to receive and store certain types of information whenever you interact with our Site through your computer or mobile device. A cookie is a small file containing a string of characters that is sent to your computer when you visit a website. When you visit the Site again, the cookie allows the Site to recognize your browser. Cookies may store unique identifiers, user preferences and other information. You can reset your browser to refuse all cookies or to indicate when a cookie is being sent. However, some Site features or services may not function properly without cookies. We use cookies to improve the quality of our service, including for storing user preferences and tracking user trends.

### **No Information from Children Under Age 13**

If you are under the age of 13, please do not attempt to register with us at this Site or provide any personal information about yourself to us. If we learn that we have collected personal information from a child under the age of 13, we will promptly delete that information. If you believe we have collected personal information from a child under the age of 13, please contact us at [support@workramp.com](mailto:support@workramp.com) or call us at 888-336-8797.

## **3. HOW WE USE AND SHARE YOUR INFORMATION**

**To Provide Products, Services, and Information.** We collect information from you in order to provide software and services that you purchase using the Site; register and service your online account; provide information that you request from us; contact you about your orders; and send you promotional materials or advertisements about our products and services, as well as new features and offerings.

**Sharing with Third Parties.** We may provide information to third party service providers that help us operate and manage our Site, process orders, and fulfill and deliver products and

services that you purchase from us. These service providers will have access to your personal information in order to provide these services, but when this occurs we implement reasonable contractual and technical protections to limit their use of that information to helping us provide the service. We ensure that service providers provide at least the same level of privacy protection we offer, and we require these service providers to notify us if they can no longer meet their obligation to provide the same level of protection that is required. Upon notice, we will stop and remediate unauthorized processing of personal data.

**Your Consent.** In addition to the sharing described elsewhere in this Policy, we will share personal information with companies, organizations or individuals outside of WorkRamp when we have your consent to do so.

**Legal Proceedings.** We will share personal information with third party companies, organizations or individuals outside of WorkRamp if we have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:

- Meet any applicable law, regulation, subpoena, legal process or enforceable governmental request.
- Enforce applicable Terms of Use, including investigation of potential violations.
- Detect, prevent, or otherwise address fraud, security or technical issues.
- Protect against harm to the rights, property or safety of WorkRamp, our users, customers or the public as required or permitted by law.

Furthermore, we are required to disclose personal information in response to lawful requests by public authorities, including to meet national security or law enforcement requirements.

**Transfer in the Event of Sale or Change of Control.** If the ownership of all or substantially all of our business changes or we otherwise transfer assets relating to our business or the Site to a third party, such as by merger, acquisition, bankruptcy proceeding or otherwise, we may transfer or sell your personal information to the new owner. In such a case, unless permitted otherwise by applicable law, your information would remain subject to the promises made in the applicable privacy policy unless you agree differently.

#### 4. **ACCESS TO YOUR INFORMATION AND CHOICES**

You can access and update certain information we have relating to your online account by signing into your account and signing into your online account. If you have questions about personal information we have about you or need to update your information, you can contact us at [support@workramp.com](mailto:support@workramp.com) or call us at 888-336-8797. You can opt-out of receiving marketing and promotional e-mails from WorkRamp by using the opt-out or unsubscribe feature contained in the e-mails.

You can close your online account by emailing us at [support@workramp.com](mailto:support@workramp.com) or calling us at 888-336-8797. If you close your account, we will no longer use your online account

information or share it with third parties. We may, however, retain a copy of the information for archival purposes, and to avoid identity theft or fraud.

## **5. SECURITY OF YOUR INFORMATION**

We use industry standard physical, technical and administrative security measures and safeguards to protect the confidentiality and security of your personal information. However, since the Internet is not a 100% secure environment, we cannot guarantee, ensure, or warrant the security of any information you transmit to us. There is no guarantee that information may not be accessed, disclosed, altered, or destroyed by breach of any of our physical, technical, or managerial safeguards. It is your responsibility to protect the security of your login information. Please note that e-mails and other communications you send to us through our Site are not encrypted, and we strongly advise you not to communicate any confidential information through these means.

## **6. CONSENT TO PROCESSING OF PERSONAL DATA IN UNITED STATES**

If you are a resident of the European Economic Area (EEA) or other jurisdiction outside of the U.S., in order to provide our Site, products and services to you, we may send and store your personal information (also commonly referred to as personal data) outside of the EEA, including to the United States. Accordingly, your personal information may be transferred outside of the country where you reside or are located, including to countries that may not or do not provide the same level of protection for your personal information. We are committed to protecting the privacy and confidentiality of personal information when it is transferred. Where such transfers occur, we take appropriate steps to provide the same level of protection for the processing carried out in any such countries as within the EEA to the extent feasible under applicable law. By using and accessing our Site, users who reside or are located in countries outside of the United States agree and consent to the transfer to and processing of personal information on servers located outside of the country where they reside, and that the protection of such information may be different than required under the laws of their residence or location.

## **7. CHANGES TO OUR PRIVACY POLICY**

Our Privacy Policy may change from time to time. We will not reduce your rights under this Privacy Policy without your consent in accordance with applicable law. We will post any privacy policy changes on this page and, if the changes are significant, we will provide a more prominent notice (including, for certain services, email notification of privacy policy changes). We will also keep prior versions of this Privacy Policy in an archive for your review.

## **8. CONTROL AND ACCESS TO YOUR INFORMATION**

You and your account administrator have control over your personal information and how it is collected, used, and shared. For example, you have a right to:

- Erase or deactivate your account at any time

- Remove any content or information added to the software
- Add restrictions within your account on who can access information

## 9. QUESTIONS AND HOW TO CONTACT US

If you have any questions, concerns, complaints or suggestions regarding our Privacy Policy or otherwise need to contact us, please [contact us at support@workramp.com](mailto:support@workramp.com), email us at [support@workramp.com](mailto:support@workramp.com), call us at 888-336-8797, or contact us by US postal mail at the following address:

WorkRamp, Inc.  
751 Laurel Street, #854  
San Carlos, CA 94070

If you have an unresolved privacy or data use concern that we have not addressed satisfactorily, please contact our U.S.-based third-party dispute resolution provider (free of charge) at <https://www.jamsadr.com/eu-us-privacy-shield>. Under certain conditions, more fully described on the Privacy Shield website, you may be entitled to invoke binding arbitration when other dispute resolution procedures have been exhausted.

If you are in the European Union, you can report this to your local data protection authority.

Workramp complies with the EU-U.S. Privacy Shield Framework as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of personal information transferred from the European Union to the United States. Workramp has certified to the Department of Commerce that it adheres to the Privacy Shield Principles. If there is any conflict between the terms in this privacy policy and the Privacy Shield Principles, the Privacy Shield Principles shall govern. To learn more about the Privacy Shield program, and to view our certification, please visit <https://www.privacyshield.gov/list>.

The Federal Trade Commission has investigation and enforcement authority over our compliance with the Privacy Shield.

If we have received your personal information under the Privacy Shield and subsequently transfer it to a third party service provider for processing, we will remain responsible if they process your personal information in a manner inconsistent with the Privacy Shield Principles, unless we prove that we are not responsible for the event giving rise to the damage.