

# PRIVACY POLICY

Effective: 03/25/2019

This Privacy Policy describes how RendezView collects, uses and discloses information. We have worked to make the Privacy Policy understandable by:

- organizing it into sections,
- providing examples to illustrate how the policies may be implemented by RendezView and
- defining and capitalizing terms for simplicity and brevity.

When we refer to “**RendezView**”, we mean the RendezView, Inc., the entity that acts as a controller or processor of your information. Capitalized terms that are not defined in this Privacy Policy have the meanings set forth in our [Customer Terms of Service](#) and [User Terms of Service](#) (as applicable).

## I. Applicability of this Privacy Policy

This Privacy Policy applies to RendezView’s online workspace platform, including the associated RendezView mobile and desktop applications (collectively, the “**Services**”), [www.rendezview.io](http://www.rendezview.io), or any subdomain (collectively, the “**Websites**”) and other interactions (e.g., customer service inquiries, user conferences, etc.) you may have with RendezView. If you do not agree with the terms, do not access or use the Services, Websites or any other aspect of RendezView’s business.

This Privacy Policy does not apply to any third party applications or software that integrate with the Services through the RendezView platform (“**Third Party Services**”), or any other third party products, services or businesses. In addition, the separate Customer Terms of Service governs delivery, access and use of the Services (the “**Customer Agreement**”), including the processing of any messages, files or other content submitted through Services accounts (collectively, “**Customer Data**”). The organization (e.g., your employer or another entity or person) that entered into the Customer Agreement (“**Customer**”) controls their Services (their “**Workspace**”) and any associated Customer Data. If you have any questions about specific Workspace settings and privacy practices, please contact the Customer whose Workspace you use. If you have received an invitation to join a Workspace but have not been able to access the account, you should request assistance from the Customer that sent the invitation.

## II. Information Collected and Received

RendezView may collect and receive Customer Data and other information and data (collectively “**Information/Data**”) in a variety of ways:

**A. Customer Data.** Customers or individuals granted access to a Workspace by a Customer (“Authorized Users”) routinely submit Customer Data to RendezView when using the Services.

**B. Information/Data.** RendezView also collects, generates and/or receives Information/Data:

1. **Workspace and Account Information.** To create or update a Workspace account, you or your Customer (e.g., your employer) supply RendezView with an email address, phone number, password, domain and/or similar account details. In addition, Customers that purchase a paid version of the Services provide RendezView (or its payment processors) with billing details such as credit card information, banking information and/or a billing address.
2. **Usage Information.**
  - a) **Services Metadata.** When an Authorized User interacts with the Services, metadata is generated that provides additional context about the way Authorized Users work. For example, RendezView logs the Workspaces, channels, people, features, content and links you interact with, the types of files shared and what Third Party Services are used (if any).
  - b) **Log data.** As with most websites and technology services delivered over the Internet, our servers automatically collect information when you access or use our Websites or Services and record it in log files. This log data may include the Internet Protocol (IP) address, the address of the web page visited before using the Website or Services, browser type and settings, the date and time the Services were used, information about browser configuration and plugins, language preferences and cookie data.
  - c) **Device information.** RendezView collects information about devices accessing the Services, including type of device, what operating system is used, device settings, application IDs, unique device identifiers and crash data. Whether we collect some or all of this Information/Data often depends on the type of device used and its settings.
  - d) **Location information.** We receive information from you, your Customer and other third-parties that helps us approximate your location. We may, for example, use a business address submitted by your employer, or an IP address received from your browser or device to determine approximate location. RendezView may also

collect location information from devices in accordance with the consent process provided by your device.

3. **Cookie Information.** RendezView uses cookies and similar technologies in our Websites and Services that help us streamline the application. For more details about how we use these technologies, please see our [Cookies Policy](#).
4. **Third Party Services.** Customer can choose to permit or restrict Third Party Services for their Workspace. Typically, Third Party Services are software that integrate with our Services, and Customer can permit its Authorized Users to enable and disable these integrations for their Workspace. Once enabled, the provider of a Third Party Service may share certain information with RendezView. For example, if a cloud storage application is enabled to permit files to be imported to a Workspace, we may receive user name and email address of Authorized Users, along with additional information that the application has elected to make available to RendezView to facilitate the integration. Authorized Users should check the privacy settings and notices in these Third Party Services to understand what data may be disclosed to RendezView. When a Third Party Service is enabled, RendezView is authorized to connect and access Information/Data made available to RendezView in accordance with our agreement with the Third Party Provider. We do not, however, receive or store passwords for any of these Third Party Services when connecting them to the Services.
5. **Contact Information.** In accordance with the consent process provided by your device, any contact information that an Authorized User chooses to import (such as an address book from a device) is collected when using the Services.
6. **Third Party Data.** RendezView may receive data about organizations, industries, Website visitors, marketing campaigns and other matters related to our business from parent corporation(s), affiliates and subsidiaries, our partners or others that we use to make our own information better or more useful. This data may be combined with Information/Data we collect and might include aggregate level data, such as which IP addresses correspond to zip codes or countries. Or it might be more specific: for example, how well an online marketing or email campaign performed.
7. **Additional Information Provided to RendezView.** We receive Information/Data when submitted to our Websites or if you participate in a focus group, contest, activity or event, apply for a job, request support,

interact with our social media accounts or otherwise communicate with RendezView.

8. **No General Obligation to Provide Customer Data/Information.** Generally, no one is under a statutory or contractual obligation to provide any Customer Data or Information/Data. However, certain information is collected automatically and, if some information, such as Workspace setup details, is not provided, we may be unable to provide the Services.

### **III. Use of Information**

Customer Data will be used by RendezView in accordance with Customer's instructions, including any applicable terms in the Customer Agreement and Customer's use of Services functionality, and as required by applicable law. RendezView is a processor of Customer Data and Customer is the controller. Customer may, for example, use the Services to grant and remove access to a Workspace, assign roles and configure settings, access, modify, export, share and remove Customer Data and otherwise apply its policies to the Services.

RendezView uses Information/Data in furtherance of our legitimate interests in operating our Services, Websites and business. More specifically, RendezView uses Information/Data:

- A. To provide, update, maintain and protect our Services, Websites and business.** This includes use of Information/Data to support the delivery of the Services under a Customer Agreement, prevent or address service errors, security or technical issues, analyze and monitor usage, trends and other activities or at an Authorized User's request.
- B. As required by applicable law, legal process or regulation.**
- C. To communicate with you by responding to your requests, comments and questions.** If you contact us, we may use your Information/Data to respond.
- D. To develop and provide search, learning and productivity tools and additional features.** RendezView tries to make the Services as useful as possible for specific Workspaces and Authorized Users. For example, we may improve search functionality by using Information/Data to help determine and rank the relevance of content to an Authorized User, make Services suggestions based on historical use and predictive models, identify organizational trends and insights, to customize a Services experience or create new features and products.
- E. To send emails and other communications.** We may send you service, technical and other administrative emails, messages and other types of communications. We may also contact you to inform you about changes in our Services, our Services offerings, and important Services-related notices, such as security and fraud notices. These communications are considered part of the Services and you

may not opt out of them. In addition, we sometimes send emails about new product features, promotional communications or other news about RendezView.

- F. For billing, account management and other administrative matters.**  
RendezView may need to contact you for invoicing, account management and similar reasons and we use account data to administer accounts and keep track of billing and payments.
- G. To investigate and help prevent security issues and abuse.**

If Information/Data is aggregated or de-identified so it is no longer reasonably associated with an identified or identifiable natural person, RendezView may use it for any business purpose. To the extent Information/Data is associated with an identified or identifiable natural person and is protected as personal data under applicable data protection law, it is referred to in this Privacy Policy as “**Personal Data.**”

## **IV. Data Retention**

RendezView will retain Customer Data in accordance with a Customer’s instructions, including any applicable terms in the Customer Agreement and Customer’s use of Services functionality, and as required by applicable law. Depending on the Services plan, Customer may be able to customize its retention settings and apply those customized settings at the Workspace level. The deletion of Customer Data and other use of the Services by Customer may result in the deletion and/or de-identification of certain associated Information/Data. RendezView may retain Information/Data pertaining to you for as long as necessary for the purposes described in this Privacy Policy. This may include keeping your Information/Data after you have deactivated your account for the period of time needed for RendezView to pursue legitimate business interests, conduct audits, comply with (and demonstrate compliance with) legal obligations, resolve disputes and enforce our agreements.

## **V. Sharing & Disclosure of Information**

This section describes how RendezView may share and disclose Information. Customers determine their own policies and practices for the sharing and disclosure of information, and RendezView does not control how they or any other third parties choose to share or disclose information either online or in person.

- A. Customer’s Instructions.** RendezView will only share and disclose Customer Data in accordance with a Customer’s instructions (subject to limits imposed by RendezView), including any applicable terms in the Customer Agreement and Customer’s use of Services functionality, and in compliance with applicable law and legal process.
- B. Displaying the Services.** When an Authorized User submits Information/Data, it may be displayed to other Authorized Users in the same or connected

Workspaces. For example, an Authorized User's email address may be displayed with their Workspace profile.

- C. Collaborating with Others.** The Services provide different ways for Authorized Users working in independent Workspaces to collaborate. Information/Data, such as an Authorized User's profile Information, may be shared.
- D. Customer Access.** Owners, administrators, Authorized Users and other Customer representatives and personnel may be able to access, modify or restrict access to Information/Data. This may include, for example, your employer using Service features to export logs of Workspace activity, or accessing or modifying your profile details.
- E. Third Party Service Providers and Partners.** We may engage third party companies or individuals as service providers or business partners to process Information/Data and support our business. These third parties may, for example, provide virtual computing and storage services.
- F. Third Party Services.** Customer may enable or permit Authorized Users to enable Third Party Services. When enabled, RendezView may share Information/Data with Third Party Services. Third Party Services are not owned or controlled by RendezView and third parties that have been granted access to Information/Data may have their own policies and practices for its collection and use. Please check the privacy settings and notices in these Third Party Services or contact the provider for any questions.
- G. Corporate Affiliates.** RendezView may share Information/Data with its corporate affiliates, parents and/or subsidiaries.
- H. During a Change to RendezView's Business.** If RendezView engages in a merger, acquisition, bankruptcy, dissolution, reorganization, sale of some or all of RendezView's assets or stock, financing, public offering of securities, acquisition of all or a portion of our business, a similar transaction or proceeding, or steps in contemplation of such activities (e.g. due diligence), some or all Information/Data may be shared or transferred, subject to standard confidentiality arrangements.
- I. Aggregated or De-identified Data.** We may disclose or use aggregated or de-identified Information/Data for any purpose. For example, we may share aggregated or de-identified Information/Data with prospects or partners for business or research purposes, such as telling a prospective RendezView customer the average amount of time spent within a typical Workspace.
- J. To Comply with Laws.** If we receive a request for information, we may disclose Information/Data if we reasonably believe disclosure is in accordance with or required by any applicable law, regulation or legal process. Please see the [Data](#)

[Request Policy](#) to understand how RendezView responds to requests to disclose data from government agencies and other sources.

- K. To enforce our rights, prevent fraud, and for safety.** To protect and defend the rights, property or safety of RendezView or third parties, including enforcing contracts or policies, or in connection with investigating and preventing fraud or security issues.
- L. With Consent.** RendezView may share Information/Data with third parties when we have consent to do so.

## **VI. Security**

RendezView takes security of data very seriously. RendezView works hard to protect Information/Data you provide from loss, misuse, and unauthorized access or disclosure. These steps take into account the sensitivity of the Information/Data we collect, process and store, and the current state of technology. Given the nature of communications and information processing technology, RendezView cannot guarantee that Information/Data, during transmission through the Internet or while stored on our systems or otherwise in our care, will be absolutely safe from intrusion by others.

## **VII. Age Limitations**

To the extent prohibited by applicable law, RendezView does not allow use of our Services and Websites by anyone younger than 16 years old. If you learn that anyone younger than 16 has unlawfully provided us with personal data, please contact us so we may take appropriate action.

## **VIII. Changes to this Privacy Policy**

RendezView may change this Privacy Policy from time to time. Laws, regulations and industry standards evolve, which may make those changes necessary, or we may make changes to our business. We will post the changes to this page and encourage you to review our Privacy Policy to stay informed. If we make changes that materially alter your privacy rights, RendezView will provide additional notice, such as via email or through the Services. If you disagree with the changes to this Privacy Policy, you should deactivate your Services account. Contact the Customer if you wish to request the removal of Personal Data under their control.

## **IX. Your Rights**

Individuals located in certain countries, including the European Economic Area, may have certain statutory rights in relation to their personal data. Subject to any exemptions provided by law, you may have the right to request access to Information/Data, as well as to seek to update, delete or correct this information. You may be able to do this using the settings and tools

provided in your Services account. If you cannot use the settings and tools, contact Customer for additional access and assistance. If you require further assistance with regards to access, updating, correcting, or deleting information (as required by law), please contact [legal@rendezview.io](mailto:legal@rendezview.io).

To the extent that RendezView's processing of your Personal Data is subject to the General Data Protection Regulation, RendezView relies on its legitimate interests, described above, to process your data. RendezView may also process Information/Data that constitutes your Personal Data for direct marketing purposes and you have a right to object to RendezView's use of your Personal Data for this purpose at any time.

## **X. Contacting RendezView**

Please also feel free to contact RendezView if you have any questions about this Privacy Policy or RendezView's practices, or if you are seeking to exercise any of your statutory rights. You may contact us at [info@rendezview.io](mailto:info@rendezview.io) or [legal@rendezview.io](mailto:legal@rendezview.io).