

PRIVACY POLICY

Last updated: May 5th, 2021

This Privacy Policy (the “Policy”) describes the practices Accentiv (India) Pvt Ltd (the “Company”, or “we”), publisher of the EMPLOYEASE platform, engages in with respect to the privacy of its users (the “User”, or “you”).

It applies to EMPLOYEASE web and mobile applications: <https://{YourProgramName}.EMPLOYEASE.com> and the “EMPLOYEASE” official application available in “Playstore” and “Appstore” (the “Services”).

The Privacy Policy is here to do three things:

- Ensure that you understand what information we collect with your permission, as well as what we do — and do not do — with it
- Explain the way we use information that you share with us in order to build great service and give you a great experience,
- Your rights and your privacy under this policy.

This Privacy Policy may be updated from time to time for any reason. It is the responsibility of all EMPLOYEASE users to visit this page and check for updates. By accessing or using any part of the site you are consenting to the conditions of this Privacy Policy.

DATA COLLECTION AND USE

Data Collection

In order to communicate with the user and provide a great experience on the platform, it is necessary to collect certain personal information. We collect this information to establish your identity when you perform an action on the platform (for example, when you recognize someone, post a story, redeem an item from the reward catalogue, like or comment on a post) after you log in to the application, to personalize your experience when you enter the application, to identify you with your company account, and any other information relevant to the Services.

Basic details required by EMPLOYEASE include:

- Employee ID
- First name,
- Last name,
- Professional email address

Additional information that may be added by the User upon registration may include:

- Profile picture

- Residential address
- Personal Mobile number
- Personal email ID
- Language preference

Additional information that may be provided by your organisation may include:

- Title
- Gender
- Official address
- Official Mobile number
- Entity
- Location
- Department
- Designation
- Band
- Level
- Reporting Manager ID
- Any other information required to define the rules for the recognition program

In terms of the social network accounts used by users to share content, no account information is stored on EMPLOYEASE. Only the below actions performed on social networks may get recorded.

- The post(s) shared
- The network(s) on which it is shared (Workplace by Facebook, LinkedIn, etc.)
- The date and time of the share

The content of the personal comments written by users when they share posts are not stored.

Use of collected information

User contact information may be used by the Company in order to provide additional information about the Services.

The data collected (including personal information and activity information) will be used in connection with the Services provided by the Company. This includes, without limitation:

- The creation of your user profile
- Monitoring of actions taken in the context of use of the Services
- The creation of the user experience of the Services (such as recognizing or appreciating another user, sharing posts onto social network accounts, receiving points for recognition, displaying leaderboards, etc...)
- The aggregation of data on the overall activity on the platform in the form of statistics which provide the overall site demographic information

Aggregate data, which contains non-personally identifiable information, may be used in order to provide an overview of the activity within the platform. This information may be available outside the platform, may be used by the Company to provide statistics on the platform, and/or may be used for advertising purpose.

The EMPLOYEASE platform requires a certain amount of personal user information. This data, as well as other information users may provide, if considered appropriate, is used by EMPLOYEASE and the client's chosen platform administrators.

Data is collected by Company to allow for an efficient user experience to facilitate contests, leaderboards, and statistics that allow clients to follow user activity on the platform.

How can Users access, verify, correct, and if necessary, remove their personal information?

Users can access and modify certain personal information and preferences as defined by your organisation on the EMPLOYEASE platform. If the option is not enabled on the EMPLOYEASE platform then you need to connect with the platform administrator in your organisation for making any changes.

All statistics relating to user activity are visible on the personal dashboard. If a problem is detected, it should be transmitted to the platform administrator and support.

How long is data stored by EMPLOYEASE?

The data is stored by Company for the duration of the client's contract. At the end of the contract, personal data is made anonymous.

Once all data is cleaned, no reversal is possible.

Cookies and similar technology

Our services use cookies and other similar technologies, such as pixels or local storage, to help provide you with a better, faster, and safer experience.

Cookies are small files that websites place on your computer as you browse the web. Like many websites, EMPLOYEASE use cookies to discover how users are using our services and to make them work better.

Here are the cookies that Company uses to improve and secure your user experience:

- Session cookies that expires at the end of the user session (when the user closes the browser or the tab)
- Essential cookies necessary for the proper functioning of the application.

- Analytics and Customization Cookies used to collect information that is used to help us understand how our platform is being used or how effective our marketing campaigns are, or to help us customize our platform for you.
- Third Party Cookies that have been set on our platform are not set on a first party basis by EMPLOYEASE.

A pixel is a small amount of code on a web page or in an email notification. As many services do, we use pixels to learn whether you have interacted with certain email content. This helps us measure and improve our services and personalize your experience.

Local storage is an industry-standard technology that allows an application to store information locally on your mobile device. We use local storage to customize, secure and improve our application.

Declaration of Confidentiality related to the Use of Google Analytics

The EMPLOYEASE site (the “Site”) uses Google Analytics, a Google Inc. website analysis service (hereafter referred to as “Google”) that uses cookies. The information generated by cookies concerning use of EMPLOYEASE is generally transmitted and recorded on the Google server in the United States.

- Data in google analytics is only used for anonymous usage statistics and product improvement
- There is no data sharing to other google services or sites such as advertising and tracking services

Google will use this information to assess the User’s use of the Site in order to generate reports on user activity and provide other services linked to use of the Site and the internet for the Site operator. The IP address of the user’s browser transmitted in the context of Google Analytics is not linked to other Google data.

Users can prevent cookies from being recorded through a setting on their browser. They can also prevent general data being collected by the cookie related to use of the Site by Google (including IP address) as well as the processing of this data by downloading and installing the plug-in available via the following link: <https://tools.google.com/dlpage/gaoptout?hl=en>

Mobile devices

We may provide features that rely on the use of additional information on your mobile device(s) or require access to certain services on your mobile device(s) that will enhance your EMPLOYEASE experience but are not required to use the Service. (In other words, information that falls in the second category described in the Introduction to this Policy). For example, we may allow you to upload photos to create content or to your profile. Granting us access does not mean you are granting us unlimited access to that information or that we will access specific information without your action. To the contrary, for each type of information listed in this section, before we access this information or these features of your mobile device, we will ask for your permission. If you provide such permission, we will collect the information for the specific purposes explained at the time we ask for your permission.

You do not need to give us such permission in order to use EMPLOYEASE, and acceptance of this Privacy Policy does not mean you have granted us permission to access this information.

- **Photos and Camera:** We will not access your photos or your storage without first gaining your explicit permission and we will never scan or import your photo library or camera roll. If you give us permission to access storage, we will only use images that you specifically choose to share with us. You may use our application to select the photo or photos you choose to share. We will never import photos that you review, except those you explicitly share.

Sub-processors and transfer to other countries

We may need to share your personal information and your data to our service providers solely for the purpose of providing EMPLOYEASE Services to the users and customers. The purposes for which we may disclose your personal information or data to our service providers may include, but are not limited to: data storage, database management, email and sms services, points + cash (Flexipay) and web analytics. These service providers are authorized to use your personal information or data only as necessary to provide these services to us and this use is strictly controlled. In such cases Company will also ensure that such affiliates, resellers, service providers, and business partners comply with this Privacy Policy and adopt appropriate confidentiality and security measures.

Company shares no personal information with third parties for any other meaning than solely for the purpose of providing EMPLOYEASE Services to the users and customers. These service providers will have access to your information as reasonably necessary to perform these tasks on our behalf and are obligated not to disclose or use it for other purposes.

Company transfers, processes and stores information on servers located inside India. EMPLOYEASE may also share some information for specific services with other sub-processors located outside India. All sub processors are carefully evaluated by Company and we ensure that they adopt appropriate confidentiality and security measures.

Security

The Company is committed to the privacy of its Users, and the safety of Users' personal information. The Site uses reasonable measures to protect your personal information during transmission on the Services and to protect against the loss, misuse and access use, disclosure, alteration, or destruction of that information. We will make legally required disclosures based on any perceived breach of security, confidentiality, or integrity of your personally stored unencrypted data without unreasonable delay.

Links to Other Websites, such as Blogs and Social Networks

The Services may contain links or references to other leading websites to which this Privacy Policy does not apply.

For instance, if you are choosing to connect your social networks to the Services, you are agreeing to provide information about you to the social networks under their respective terms and privacy policies. For example, if you choose share content on your LinkedIn account, the Privacy Policy which can be found at <https://www.linkedin.com/legal/privacy-policy> will apply to you.

Contact Information

If you have any questions or concerns regarding this Policy, if you would like to make any amendments to your personal information, or if you would like us to deactivate your account and/or remove any personal information, please contact the HR department of your organisation or write to us on erin.ermassist-in@edenred.com