

## Aspenify Privacy Policy

Last modified: September 2022

This privacy policy applies between you, the User of this Website and Aspenify Inc., the owner and provider of this Website. Aspenify Inc., takes the privacy of your information very seriously. This privacy policy applies to our use of any and all Data collected by us or provided by you in relation to your use of the Website.

Please read this privacy policy carefully.

### Definitions and interpretation

1. In this privacy policy, the following definitions are used:

<b>Data</b>	Collectively all information that you submit to Aspenify via the Website. This definition incorporates, where applicable, the definitions provided in the Data Protection Laws;
<b>Cookies</b>	a small text file placed on your computer by this Website when you visit certain parts of the Website and/or when you use certain features of the Website. Details of the cookies used by this Website are set out in the clause below ( <b>Cookies</b> );
<b>Data Protection Laws</b>	any applicable law relating to the processing of personal Data, including but not limited to the Directive 96/46/EC (Data Protection Directive) or the GDPR, and any national implementing laws, regulations, and secondary legislation, for as long as the GDPR is effective in the UK;
<b>GDPR</b>	the General Data Protection Regulation (EU) 2016/679;

<b>Aspenify Inc. or us</b>	Aspenify Inc., a company whose registered office is at 541 Jefferson Avenue, Suite 100, Redwood City, California, 94063;
<b>UK and EU Cookie Law</b>	the Privacy and Electronic Communications (EC Directive) Regulations 2003 as amended by the Privacy and Electronic Communications (EC Directive) (Amendment) Regulations 2011;
<b>User or you</b>	any third party that accesses the Website and is not either (i) employed by Aspenify Inc., and acting in the course of their employment or (ii) engaged as a consultant or otherwise providing services to Aspenify Inc. and accessing the Website in connection with the provision of such services; and
<b>Website</b>	the website that you are currently using, <a href="http://www.aspenify.com">www.aspenify.com</a> , and any sub-domains of this site unless expressly excluded by their own terms and conditions.

2. In this privacy policy unless the context requires a different interpretation:
  - a. the singular includes the plural and vice versa.
  - b. references to sub-clauses, clauses, schedules, or appendices are to sub-clauses, clauses, schedules, or appendices of this privacy policy;
  - c. a reference to a person includes firms, companies, government entities, trusts and partnerships;
  - d. “including” is understood to mean “including without limitation”;
  - e. reference to any statutory provision includes any modification or amendment of it;
  - f. the headings and sub-headings do not form part of this privacy policy.

### Scope of this privacy policy

3. This privacy policy applies only to the actions of Aspenify and Users with respect to this Website. It does not extend to any websites that can be accessed from this Website including, but not limited to, any links we may provide to social media websites.
4. For purposes of the applicable Data Protection Laws, Aspenify is the “data controller”. This means that Aspenify determines the purposes for which, and the manner in which, your Data is processed.

#### **What data do we collect?**

5. We may collect the following Data, which includes personal Data, from you:
  - a. name;
  - b. job title;
  - c. profession;
  - d. contact Information such as email addresses and telephone numbers;
  - e. demographic information such as postcode, preferences, and interests;
  - f. IP address (automatically collected);
  - g. web browser type and version (automatically collected);
  - h. a list of URLs starting with a referring site, your activity on this Website, and the site you exit to (automatically collected);
  - i. in each case, in accordance with this privacy policy.

#### **How do we collect your data?**

6. We collect Data in the following ways:
  - a. data is given to us by you; and
  - b. data is collected automatically.

#### **Data that is given to us by you**

7. Aspenify Inc. will collect your Data in a number of ways, for example:
  - a. when you contact us through the Website, by telephone, post, e-mail or through any other means;

- b. when you elect to receive marketing communications from us;
  - c. when you use our services;
- in each case, in accordance with this privacy policy.

#### **Data that is collected automatically**

- 8. To the extent that you access the Website, we will collect your Data automatically, for example:
  - a. we automatically collect some information about your visit to the Website. This information helps us to make improvements to Website content and navigation, and includes your IP address, the date, times, and frequency with which you access the Website and the way you use and interact with its content.
  - b. we will collect your Data automatically via cookies, in line with the cookie settings on your browser. For more information about cookies, and how we use them on the Website, see the section below, headed “Cookies”.

#### **How will we use your data?**

- 9. Any or all of the above Data may be required by us from time to time in order to provide you with the best possible service and experience when using our website. Specifically, Data may be used by us for the following reasons:
  - a. internal record keeping;
  - b. improvement of our products / services;
  - c. transmission by email of marketing materials that may be of interest to you;
  - d. contact for market research purposes which may be done using email, telephone, fax, or mail. Such information may be used to customize or update the Website;

in each case, in accordance with this privacy policy.

- 10. We may use your Data for the above purposes if we deem it necessary to do so for our legitimate interests. If you are not satisfied with this, you have the right to object in certain circumstances (see the section headed “Your rights” below).

For the delivery of direct marketing to you via e-mail, we’ll need your consent, whether via an opt-in or soft-opt-in:

- a. soft opt-in consent is a specific type of consent which applies when you have previously engaged with us (for example, you contact us to ask us for more details about a particular product/service, and we are marketing similar products/services). Under “soft opt-in” consent, we will take your consent as given unless you opt-out.
- b. for other types of e-marketing, we are required to obtain your explicit consent; that is, you need to take positive and affirmative action when consenting by, for example, checking a tick box that we’ll provide.
- c. if you are not satisfied about our approach to marketing, you have the right to withdraw either consent at any time. To find out how to withdraw your consent, see the section headed “Your rights” below.

### **Who might we share your data with?**

- 11. We may share your Data with the following groups of people for the following reasons:
  - a. any of our group companies or affiliates – to allow the administration of our website and business;
  - b. our employees, agents and/or professional advisors – to obtain advice from professional advisors;
  - c. third party payment providers who process payments made over the Website – to allow payment providers to process payments or refunds;in each case, in accordance with this privacy policy.

### **Keeping Data secure**

- 12. We will use technical and organizational measures to safeguard your Data, for example:
  - a. access to your account is controlled by a password and a username that is unique to you.
  - b. we encrypt and store your Data on secure servers.
- 13. Technical and organizational measures include measures to deal with any suspected data breach. If you suspect any misuse or loss or unauthorized access to your Data, please let us know immediately by contacting us via this e-mail address: [privacy@aspenify.com](mailto:privacy@aspenify.com).

Data retention

14. Unless a longer retention period is required or permitted by law, we will only hold your Data on our systems for the period necessary to fulfil the purposes outlined in this privacy policy or until you request that the Data be deleted.

15. Even if we delete your Data, it may persist on backup or archival media for legal, tax or regulatory purposes.

#### Transfers outside the European Economic Area

16. Data which we collect from you may be stored and processed in and transferred to countries outside of the European Economic Area (EEA). For example, this could occur if our servers are located in a country outside the EEA or one of our service providers is situated in a country outside the EEA. We also share information with our group companies, some of which are located outside the EEA.

17. We will only transfer Data outside the EEA where it is compliant with data protection legislation and the means of transfer provides adequate safeguards in relation to your data.

18. To ensure that your Data receives an adequate level of protection, we have put in place appropriate safeguards and procedures with the third parties we share your Data with. This ensures your Data is treated by those third parties in a way that is consistent with the Data Protection Laws.

#### Cookies

19. This Website may place and access certain Cookies on your computer. Aspenify uses Cookies to improve your experience of using the Website and to improve our range of products and services. Aspenify Inc. has carefully chosen these Cookies and has taken steps to ensure that your privacy is protected and respected at all times.

20. All Cookies used by this Website are used in accordance with current UK and EU Cookie Law.

21. Before the Website places Cookies on your computer, you will be presented with a message bar requesting your consent to set those Cookies. By giving your consent to the placing of Cookies, you are enabling Aspenify Inc. to provide a better experience and service to you. You may, if you wish, deny consent to the placing of Cookies; however certain features of the Website may not function fully or as intended.

22. This Website may place the following Cookies:

Type of Cookie	Purpose
Strictly necessary cookies	

	<p>These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website, use a shopping cart or make use of e-billing services.</p>
Analytical/performance cookies	<p>They allow us to recognize and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.</p>
Functionality cookies	<p>These are used to recognize you when you return to our website. This enables us to personalize our content for you, greet you by name and remember your preferences (for example, your choice of language or region).</p>

23. You can find a list of Cookies that we use in the Cookies Schedule.
24. You can choose to enable or disable Cookies in your internet browser. By default, most internet browsers accept Cookies, but this can be changed. For further details, please consult the help menu in your internet browser.
25. You can choose to delete Cookies at any time; however, you may lose any information that enables you to access the Website more quickly and efficiently including, but not limited to, personalization settings.
26. It is recommended that you ensure that your internet browser is up-to-date and that you consult the help and guidance provided by the developer of your internet browser if you are unsure about adjusting your privacy settings.

27. For more information generally on cookies, including how to disable them, please refer to [aboutcookies.org](http://aboutcookies.org). You will also find details on how to delete cookies from your computer.

#### How to manage cookies

28. You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

#### Marketing

29. Our Company may, on occasion, send you information about products and services of ours that we think you might like, as well as those of our partner companies.

If you no longer wish to be contacted for marketing purposes, please contact us via this e-mail address: [info@aspenify.com](mailto:info@aspenify.com)

### **Your data protection rights**

30. Our Company would like to make sure you are fully aware of all your data protection rights. Every user is entitled to the following:

- a. The right to access - You have the right to request Our Company for copies of your personal data. We may charge you a small fee for this service.
- b. The right to rectify - You have the right to request that Our Company correct any information you believe is inaccurate. You also have the right to request Our Company to complete information you believe is incomplete.
- c. The right to erase - You have the right to request that Our Company erase your personal data, under certain conditions.
- d. The right to restrict processing - You have the right to request that Our Company restrict the processing of your personal data, under certain conditions.
- e. The right to object to processing - You have the right to object to Our Company's processing of your personal data, under certain conditions.
- f. The right to data portability - You have the right to request that Our Company transfer the data that we have collected to another organization, or directly to you, under certain conditions.

31. To make inquiries, exercise any of your rights set out above, or withdraw your consent to the processing of your Data (where consent is our legal basis for processing your Data), please contact us via this e-mail address: [info@aspenify.com](mailto:info@aspenify.com)

32. If you are not satisfied with the way a complaint you make in relation to your Data is handled by us, you may be able to refer your complaint to the relevant data protection authority. For the UK, this is the Information Commissioner's Office (ICO). The ICO's contact details can be found on their website at <https://ico.org.uk/>.

33. It is important that the Data we hold about you is accurate and current. Please keep us informed if your Data changes during the period for which we hold it.

#### General

34. You may not transfer any of your rights under this privacy policy to any other person. We may transfer our rights under this privacy policy where we reasonably believe your rights will not be affected.

35. If any court or competent authority finds that any provision of this privacy policy (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision will, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this privacy policy will not be affected.

36. Unless otherwise agreed, no delay, act or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy.

#### Privacy policies of other websites

37. This Website may, from time to time, provide links to other websites. We have no control over such websites and are not responsible for the content of these websites. This privacy policy does not extend to your use of such websites. You are advised to read the privacy policy or statement of other websites prior to using them.

#### Changes to our privacy policy

38. Aspenify Inc. reserves the right to change this privacy policy as we may deem necessary from time to time or as may be required by law. Any changes will be immediately posted on the Website, and you are deemed to have accepted the terms of the privacy policy on your first use of the Website following the alterations. You may contact Aspenify Inc. by email at [info@aspenify.com](mailto:info@aspenify.com)