

General Privacy Policy

Introduction and Acceptance

MorganHR, Inc., (referred to as “Company”, “we”, “our” or “us”, as the context may require) values our relationships with our users, guests, and customers, and we respect your privacy. We are committed to protecting your Personal Information (as defined herein) through compliance with this privacy policy (“Policy”). This Policy describes the types of information we may collect from you (referred to as “customer”, “User”, or “you”, as the context may require) when using our websites and portals located at www.morganhr.com, other websites and portals we own and operate (collectively, “Sites”), mobile application, other Company applications and online services that reference this Policy (together with the Sites, “Company Offerings”) and our policies and practices for collecting, using, maintaining, protecting, and sharing that information. The Policy applies regardless of User’s method of access (i.e. computer browser, Outlook application, Android or IOS devices, etc.).

The Policy applies to any Company Offerings we provide to you. Please read this Policy carefully.

This Policy does not apply to any products, services, websites, experiences, applications, events and content that are offered by third parties who have their own privacy policy or notice. You should read external website privacy notices carefully and check back frequently to ensure you understand each current policy.

By using the Site, you agree to be bound by this Policy in addition to our website terms of use, found at www.morganhr.com, (“Terms of Use”) and our Dispute Resolution Policy, found at www.morganhr.com (“Dispute Resolution Policy”), incorporated herein by reference. If you do not want to agree to these Terms of Use, the Privacy Policy, and/or Dispute Resolution Policy, you must not access or use the Company Offerings.

The Sites are operated in the United States, and please be on notice that any information you provide to us or your use of the Sites will be transferred to and through the United States. We do not target any audience outside of the United States and specifically do not target audiences in the European Union who are subject to the General Data Protection Regulation (“GDPR”). Your use of the Sites is your consent to such transfer and consent and awareness that the United States may not provide the same types or levels of protection as required by the laws, codes and/or regulations in other countries.

Information We May Collect and How We Collect It

User retains ownership rights in any content, data, or other such materials User uploads or otherwise actively provides to Company through the Sites (the “Content”). User grants to Company (and its employees, agents, successors, and assigns) a worldwide, irrevocable, perpetual, fully-paid license to use such Content in any manner reasonably necessary for Company to operate the Sites and to provide services in connection with the Sites and other Company Offerings.

We collect several types of information from and about individuals who access and use our Sites and other Company Offerings, including information:

- by which you may be personally identified, such as information directly connected to your name, for example, your e-mail address, virtual face or picture, mailing address, and other details about you (“Personal Information”);
- that is about you but individually does not identify you, such as search queries; and
- about your internet connection, internet service provider, the equipment you use to access our Sites and other Company Offerings, usage details and other similar information.

We collect this information:

- directly from you when you provide it to us, including information you provide for the purpose of registering with us via a customer information form or user profile (for example, user-created username virtual face or picture, mailing address, email address, billing information, and other details about you);
- automatically as you navigate through the Sites and other Company Offerings. Information collected automatically may include usage details, IP addresses, and information collected through cookies, web beacons, and other tracking technologies; and
- From third parties, for example, our business partners.

Information You Provide to Us

In addition to the information above, we may collect additional information through Company Offerings, including:

- from records and copies of your correspondence (including email addresses), if you contact us;
- from details and information relating to any transactions carried out between you and us on or in relation to the Sites and other Company Offerings;
- Information that you provide by filling in forms on our Sites. This includes information provided at the time of registering to use our Sites and utilizing our application. We may also ask you for information when you report a problem with our Sites.
- Records and copies of your correspondence (including email addresses), if you contact us.

Information We Collect Through Automatic Data Collection Technologies

As you navigate through and interact with our Sites and other Company Offerings, we may use automatic data collection technologies to collect certain information about your equipment, browsing actions, and patterns, including:

- details of your visits to the Sites, including traffic data, location data, logs, and other communication data and other resources that you access and use on the Sites Company Offerings; and
- information about your computer and internet connection, including your IP address, operating system, and browser type and about your mobile device and applications.

The information we collect automatically is statistical data and may include Personal Information or may be maintained or associated with Personal Information we collect in other ways or receive from

third parties. It helps us to improve our Sites and to deliver a better and more personalized service, including by enabling us to:

- Estimate our audience size and usage patterns.
- Store information about your preferences, allowing us to customize our Sites according to your individual interests.
- Speed up your searches.
- Recognize you when you return to our Sites.

Cookies

The technologies we use for automatic data collection may include “cookies” or “browser cookies”. A cookie is a small file placed on the hard drive of your computer for record-keeping purposes and sometimes to track information about you. You may modify the settings on your browser so that you refuse to accept browser cookies or so that you are alerted when cookies are being sent by activating the appropriate setting on your browser. However, if you select this setting you may be unable to access certain parts of our services, Sites, or other Company Offerings. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you direct your browser to our services and Sites.

As mentioned above, in providing services and other Company Offerings we use third party product and service offerings, which generates statistical and other information about the use by means of cookies stored on users’ computers. You should carefully review the cookies notices on external websites.

How We Use the Information We Collect

We may use the information that we collect about you or that you provide to us, including any Personal Information:

- to present, administer, and improve the Sites (along with your browsing experience) and other Company Offerings and its contents to you;
- to enable your use of the services available on the Sites and other Company Offerings, run a promotion, contest or other application feature;
- to provide you with customer service, notices about any orders, inform you of or changes to or new services, products or provide other information we need to communicate to you or that you have requested;
- to send you billing and collection information along with general communications and periodic emails in response to your inquiries, questions, and/or other requests, inquiries and complaints;
- To provide you with information, products, or services that you request from us.
- To fulfill any other purpose for which you provide it.
- To provide you with notices about your account, including expiration and renewal notices.
- To carry out our obligations and enforce our rights arising from any contracts entered into between you and us, including for billing and collection.
- To notify you about changes to our Sites or any products or services we offer or provide through it.
- To allow you to participate in interactive features on our Sites and Company Offerings.

- in any other way, we may describe when you provide the information; and
- for any other purpose with your consent.

With Whom We Share Information

In addition to the disclosures reasonably necessary for the purposes identified elsewhere in this Policy, we may disclose information about aggregated information about our users, and information that does not identify any individual, without restriction. We may disclose Personal Information that we collect or you provide as described in this Policy, including disclosing information:

- to fulfill the purpose for which you provide it;
- to third parties who provide services, software, content, data backup or recovery, cloud computing capabilities, and other functions and support to our business (such a payment processing and our application to Google, Play Store, App Store) and who are obligated to use it for the purposes for which we disclose it to them and bound by applicable data protection law;
- to a buyer or other successor in the event of a merger, reorganization, or other sale or transfer of some or all of our assets, whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding, in which Personal Information held by us about the Sites, other Company Offerings, and our users is among the assets transferred; and
- at your option, to others with your consent after you have received notice when Personal Information about you might be shared with third parties.

We may also disclose your Personal Information:

- to the extent we are required to comply with any court order, law, or legal process, including to respond to any government or regulatory request;
- to establish, exercise or defend our legal rights and to enforce or apply our terms and conditions and any other agreements, including for billing and collection purposes; and
- for the protection of us, our customers, and others if we believe disclosure is necessary or appropriate to protect the rights, property, or safety of Company, such as exchanging information for the purposes of fraud protection and credit risk reduction.

We may share generic aggregated demographic information not linked to any personal identification information regarding visitors and users with our business partners, trusted affiliates and advertisers for the purposes outlined above.

Choices About How We Use and Disclose Your Information

We strive to provide you with choices regarding the personal information you provide to us. We have created mechanisms to provide you with the following control over your information:

- **Tracking Technologies and Advertising.** You can set your browser to refuse all or some browser cookies, or to alert you when cookies are being sent. If you disable or refuse cookies, please note that some parts of this site may then be inaccessible or not function properly.
- **Promotional Offers from the Company.** If you do not wish to have your email address or contact information used by the Company to promote our own or third parties' products or services, you can opt-out by sending us an email stating your request to

hello@morganhr.com. If we have sent you a promotional email, you may send us a return email asking to be omitted from future email distributions. This opt out does not apply to information provided to the Company as a result of a product purchase, warranty registration, product service experience or other transactions.

We do not control third parties' collection or use of your information to serve interest-based advertising. However, these third parties may provide you with ways to choose not to have your information collected or used in this way. You can opt out of receiving targeted ads from members of the Network Advertising Initiative ("NAI") on the NAI's website.

California residents may have additional personal information rights and choices. Please see the California Privacy Rights section for more information.

Nevada residents who wish to exercise their sale opt-out rights under Nevada Revised Statutes Chapter 603A may submit a request to this designated address: hello@morganhr.com. However, please know we do not currently sell data triggering that statute's opt-out requirements.

California Privacy Rights

If you are a California resident, California law may provide you with additional rights regarding our use of your personal information. To learn more about your California privacy rights, visit [MorganHR, Inc. Privacy Policy for California Residents](#).

California Civil Code Section § 1798.83 permits Users of our Sites that are California residents to request certain information regarding our disclosure of Personal Information to third parties for their direct marketing purposes. To make such a request, please contact us, in writing, as specified below in the Section entitled, General Contact Information.

Data Security and How We Protect Your Information

We have implemented and adopted appropriate commercially reasonable measures designed to secure your Personal Information against unauthorized access, alteration, disclosure or destruction. All information you provide to us is stored on secure servers behind firewalls. Any Personal Information or payment-related information exchanged will be protected using encrypted, protected with digital signatures, and transported over an SSL secured communication channel.

No transmission of information via the internet or any electronic commerce is completely secure. Although we use appropriate commercially reasonable efforts and standards to protect your Personal Information, we cannot guarantee the security of the Personal Information transmitted to our Sites and through our Company Offerings. Any transmission of Personal Information is at your own risk and you should consider taking pro-active steps to secure and protect yourself, your Personal Information and all information online and with any electronic commerce.

You are responsible for keeping your password and user details confidential and we will not ask for your password in any correspondence between us. We are not responsible for circumvention of any privacy settings or security measures of mobile applications or on the Sites. We reserve the right to contact or notify you about any information regarding this Policy, security, our services, the Sites, and other Company Offerings electronically along with other means of notification. Use of the Company Offerings involves third-party hardware (i.e. smart phones and other mobile devices) as

well as software integrated into the service or third-party service providers or carrier or platforms (i.e. Google Drive, Box or Dropbox, Google Play, App Store). Company does not control third parties. User's information will be handled by such third-party and Company cannot assure User that such information will be handled in a secure manner.

Compliance and Related Information Regarding Minors

Our Sites are not intended for children under 18 years of age. No one under the age of 18 may provide any Personal Information to or on our Sites. We do not knowingly collect Personal Information from children under the age of 18 without parental/guardian consent. If you are under the age of 18, do not use or provide any Personal Information on our sites or provide any information to us about yourself, including your name, address, telephone number, email address, screen name or username you may use. If we learn we have collected or received Personal Information from a child under the age of 18, without verification of parental/guardian consent, we will delete that information. If you believe we might have any Personal Information from or about a child under the age of 18 without parental/guardian consent, please contact us at our contact information specified below.

California residents under 16 years of age may have additional rights regarding the collection and sale of their personal information. Please see the California Privacy Rights section for more information.

Additional Users

When a customer requests that an individual be given access to customer's account, Company will send the potential individual user an invitation to register to access the site. By requesting that access be given to an individual user, customer represents and warrants to Company that customer has an existing business relationship with such additional user sufficient to avoid liability under any law that applies to unsolicited email. Customer will be deemed to be the sender of any such email (or other electronic communication) and Company will be deemed to merely be a service provider facilitating Customer's sending of the email (or other electronic communication).

Email Communications

Company may periodically communicate with User via email, including by emails that verify password and username information, or which provide updates, service announcements, administrative messages, and/or other important information about the Services. These emails are tied to our services and other Company Offerings and contain important information about our services and other Company Offerings or User's use of them. Such communications **can only be unsubscribed from by cancelling User's account.**

Correcting or Updating Personal Information

If User's Personal Information changes, or if User has a reason to believe that User's Personal Information maintained by Company is incorrect, User may contact Company and Company will accommodate such reasonable requests for such changes.

Company will use commercially reasonable efforts to timely make any changes request by Users. Many such changes are accomplished using batch processing (i.e. collecting a number of similar change requests and making all such changes at once), so the changes may not be immediately effective but may take thirty (30) days or longer. If User requires an immediate change to User's Personal Information and User is unable to make such a change using the available Sites resources and user profile on the application, please contact Company at hello@morganhr.com.

California residents may have additional personal information rights and choices. Please see the California Privacy Rights section for more information.

Retention of Personal Information

Company keeps your Personal Information for as long as necessary to provide services, the relevant purposes described in this Policy or as we otherwise notify you should there be an update to this Policy (under Introduction and Acceptance of this Policy), and as may be required by law (including for our tax, audit, and accounting purposes).

Your Data Protection Rights

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

- **Right to be Informed:** You have the right to be informed of how we are going to use your personal data. We do this through this privacy policy.
- **Right to access:** You have the right to access your personal data that we hold. We must respond within one month. To request access to your data, please contact us as provided below. It is very helpful if you tell us what of your personal data you are seeking.
- **Right to rectification:** You have the right to request the Company correct any information you believe is inaccurate. You also have the right to request the Company to complete information you believe is incomplete. Please contact us as provided below or login to your account.
- **Right to erasure:** You have the right to request that the Company erase your personal data. We will do so, provided we do not have a compelling reason for keeping it. To request this, contact us as provided below.
- **Right to restrict processing:** You have the right to request the Company restrict the processing of your personal data, in certain circumstances, and to change your communication preferences, e.g. how we communicate with you. To request this, contact us as provided below.
- **Right to object to processing:** You have the right to object to direct marketing from Company or from third parties we have shared your data with for direct marketing purposes. You can opt out of direct marketing at any time by logging into your account, or contacting us as provided below. There will also be instructions on how to unsubscribe included in any direct marketing message that we send you. You also have the right to object to any processing where our lawful basis is legitimate interest (see above). To formally object to any of our legitimate interest processing, please contact us as provided below.

- **Right to data portability:** You have the right to request the Company transfer the data that we have collected to another organization, or directly to you. To request this, please contact us as provided below.

If you make an above request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at one of the following: hello@morganhr.com.

Deactivating Account, Connecting, and Unsubscribing

A User may deactivate their account at any time by contacting Company at hello@morganhr.com.

By agreeing to the terms of this Privacy Policy, User further agrees that Company may connect (i.e. stitch) any of User's authenticated and non-authenticated browsing sessions.

For questions about User's privacy rights, please contact Company at hello@morganhr.com. Please note, it may not be possible for User to opt out of receiving certain communications (such as those related to User's account information or system status) or to halt the sharing of certain information; User's only option will be to terminate User's account.

Changes to Our Privacy Policy

This Policy may be updated by Company from time to time by posting a new version on the Sites. It is our practice to post any new version we make to our Policy on this page, and with a posting to notifications by pull down menu for mobile applications, that this Policy has been updated. If we make material changes to how we treat our users' personal information, we will notify you by email. Use of any of the Sites or other Company Offerings following such changes will be deemed acceptance of such changes. The date this Policy was last revised is identified at top bottom of this Policy. Our business develops and changes. You are responsible for ensuring we have an up-to-date active and deliverable email address for you, and for periodically visiting our Sites and this privacy policy to check for any changes and to ensure you understand our current Policy.

General Contact Information

In the event that a User feels that Company is not abiding by this Policy or a User has any questions regarding this Policy, User may contact Company's at: hello@morganhr.com.