

## **PRIVACY SHIELD PRIVACY POLICY**

This Privacy Shield Privacy Policy (this “Policy”) applies to all personal information received by Unify Square, Inc. (Unify Square) in the United States from the European Economic Area (EEA) (which includes the member states of the European Union (EU) plus Iceland, Liechtenstein and Norway) and from Switzerland. This Policy sets out our practices for collecting, using, maintaining, protecting and disclosing that personal information.

### **DEFINITIONS**

For purposes of this Policy, the following definitions shall apply whether or not the term is capitalized in this Policy:

“**Agent**” means any third party that collects or uses personal information under the instructions of, and solely for, Unify Square or to which Unify Square discloses personal information for use on Unify Square’s behalf.

“**Unify Square**” means Unify Square, Inc., and any predecessors and successors in the United States.

“**Personal information**” means any information or set of information that identifies or could be used by or on behalf of Unify Square to identify (together with other information) a living individual. Personal information does not include information that is anonymized or aggregated.

“**Sensitive information**” means any personal information that reveals race, ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, information that concerns health or sex life, and information about criminal or administrative proceedings and sanctions.

### **EU-U.S. AND SWISS-U.S. PRIVACY SHIELD PRINCIPLES**

Unify Square participates in and complies with the EU-U.S. Privacy Shield Framework and Swiss-U.S. Privacy Shield Framework as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of personal information from European Union member countries and Switzerland. Unify Square has certified that it adheres to the EU-U.S. and Swiss-U.S. Privacy Shield Principles of Notice, Choice, Accountability for Onward Transfers, Security, Data Integrity and Purpose Limitation, Access, and Recourse, Enforcement, and Liability, which are the basis for the principles of this Policy. If there is any conflict between this Policy and the EU-U.S. and Swiss-U.S. Privacy Shield Principles, the EU-U.S. and Swiss-U.S. Privacy Shield Principles shall govern. To learn more about the Privacy Shield program, and to view Unify Square’s certifications, please visit <https://www.privacyshield.gov/>.

### **Notice**

Unify Square receives personal information about individuals in the EEA and Switzerland collected by Unify Square’s customers. Unify Square uses this information to provide its unified

communications software, consulting and business support services and products to our customers. Unify Square also receives personal information about employees of Unify Square's European-affiliated companies who are located in the EEA and Switzerland, and which is transferred in the context of the employment relationship. Unify Square uses this information for internal employment and human resources purposes.

Unify Square may disclose personal information to third party agents that perform functions on Unify Square's behalf, including but not limited to cloud-based data hosting and data processing service providers. These entities may have access to personal information if needed to perform their functions for Unify Square. Unify Square does not transfer personal information to non-agent third parties.

Unify Square will subject all personal information received via the Privacy Shield to the EU-U.S. and Swiss-U.S. Privacy Shield Principles. Unify Square is subject to the investigative and enforcement authority of the Federal Trade Commission (FTC), is obliged to disclose personal information in response to lawful requests by public authorities, for law enforcement, and national security purposes, and is potential liability for onward transfers to third parties. Additionally, an individual may be allowed to invoke binding arbitration to resolve disputes under certain limited conditions.

Where Unify Square receives personal information from its subsidiaries, affiliates or other entities in the EEA or Switzerland, Unify Square will use that information in accordance with the notices those entities provided to the individuals to whom that personal information relates and the choices made by those individuals.

### **Choice**

Unify Square offers individuals the opportunity to choose whether their personal information is used for a purpose other than the purpose for which it was originally collected or subsequently authorized by the individual. An individual may opt-out of such uses of their personal information by contacting us at the address given below.

Unify Square will not use sensitive information for a purpose other than the purpose for which it was originally collected or subsequently authorized by the individual unless Unify Square has received the individual's affirmative and explicit consent (opt-in).

### **Data Integrity**

Unify Square will use personal information only in ways that are compatible with the purposes for which it was collected or subsequently authorized by the individual. Unify Square will take reasonable steps to ensure that personal information is relevant to its intended use, accurate, complete and current.

### **Transfers to Agents**

Unify Square will require its agents to safeguard personal information consistent with this Policy by contract, obligating the agent to provide at least the same level of protection as is required by the EU-U.S. and Swiss-U.S. Privacy Shield Principles.

Under certain circumstances, Unify Square may bear liability for onward transfers of personal data where its agent processes personal data inconsistent with the EU-U.S. and Swiss-U.S. Privacy Shield Principles, unless Unify Square proves that it is not responsible for the event giving rise to the damage.

### **Access and Correction**

Upon request, Unify Square will grant individuals reasonable access to personal information that it holds about them. In addition, Unify Square will take reasonable steps to permit individuals to correct, amend, or delete information that is demonstrated to be inaccurate or incomplete. An individual may request to access their information, or otherwise correct, amend, or delete their information pursuant to the EU-U.S. and Swiss-U.S. Privacy Shield Principles by contacting us at the address given below.

### **Security**

Unify Square will take reasonable and appropriate precautions to protect personal information in its possession from loss, misuse and unauthorized access, disclosure, alteration and destruction.

### **Enforcement**

Unify Square will conduct compliance audits of its relevant privacy practices to verify adherence to this Policy. Any employee that Unify Square determines is in violation of this policy will be subject to disciplinary action.

Unify Square is subject to the investigative and enforcement authority of the FTC.

### **Dispute Resolution—Privacy Shield**

In compliance with the EU-U.S. and Swiss-U.S. Privacy Shield Principles, Unify Square commits to resolve complaints about your privacy and our collection or use of your personal information. EU and Swiss individuals with inquiries or complaints regarding this Policy should first contact Unify Square at the address given below. Unify Square will investigate and attempt to resolve complaints regarding use and disclosure of personal information by reference to the principles contained in this Policy.

Unify Square has further committed to refer unresolved privacy complaints under the EU-U.S. and Swiss-U.S. Privacy Shield Principles to an independent dispute resolution mechanism, the BBB EU PRIVACY SHIELD, operated by the Council of Better Business Bureaus. If you do not receive timely acknowledgment of your complaint, or if your complaint is not satisfactorily addressed, please visit the BBB EU PRIVACY SHIELD web site at [www.bbb.org/EU-privacy-shield/for-eu-consumers/](http://www.bbb.org/EU-privacy-shield/for-eu-consumers/) for more information and to file a complaint.

Where applicable to the employment relationship, Unify Square agrees to cooperate and comply with the EU and Swiss data protection authorities (DPAs) regarding the unresolved complaints of employees of European-affiliated companies who are located in the EEA and

Switzerland. Such employees may direct complaints about their personal information to their respective DPA. For the contact information for your country's DPA, please contact us at the address given below.

Under certain limited conditions, an individual may be able to invoke binding arbitration as provided under the Privacy Shield to address an otherwise unresolved complaint.

## **CONTACT INFORMATION**

Questions regarding this Policy should be submitted to Unify Square by mail to:

Unify Square Inc.  
411 108<sup>th</sup> Avenue, #1080  
Bellevue, Washington 98004

Or by e-mail to: [privacy@unifysquare.com](mailto:privacy@unifysquare.com)

## **LIMITATIONS & CHANGES**

We may also be required to disclose an individual's personal information in response to a lawful request by public authorities or in connection with a legal obligation. Adherence by Unify Square to the EU-U.S. and Swiss-U.S. Privacy Shield Principles may also be limited to the extent necessary to meet national security, public interest or law enforcement obligations, and to the extent expressly permitted by an applicable law, rule or regulation.

This Policy may be amended from time to time, consistent with the requirements of the EU-U.S. and Swiss-U.S. Privacy Shield Principles. The amended Policy will be made publicly available via Unify Square's website.

Effective Date: November 26, 2018