

#### **PRIVACY POLICY OF 9h05**

### **GENERAL**

9h05Inc. and its affiliated entities (collectively, "9h05", "we" or "us") are committed to maintaining the privacy, security and accuracy of the Personal Information (as such term is defined below) under our care and control. This Privacy Policy informs you of our privacy practices with respect to our collection, use and disclosure of Personal Information.

This Privacy Policy does not apply to the Personal Information of our temporary or permanent employees and other staff members, our consultants or other individuals assigned to 9h05, or to any information that is not Personal Information.

# **ACCOUNTABILITY**

9h05 is responsible for Personal Information under its care and control and has designated a Chief Privacy Officer who is accountable for our compliance with this Privacy Policy and applicable privacy laws. If you have any concerns, questions, requests or complaints about this Privacy Policy or the processing of your Personal Information, please contact our Chief Privacy Officer by email at <a href="mailto:confidentialité@9h05.com">confidentialité@9h05.com</a>. Alternatively, you can contact our Chief Privacy Officer by mail at:

Chief Privacy Officer 9h05 Inc. Chemin de la métropole F33600 Pessac +33 972 48 3666

## **COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION**

### **Personal Information**

The types of Personal Information that we may collect from time to time may include your name, address, telephone number, e-mail address, contact details, financial, credit and billing information and other personally identifiable information ("Personal Information").

## Collection, Use and Disclosure

Personal Information is collected namely through your voluntary disclosure, your use of our services or websites, your purchase of our products, your subscription to our publications, through our registration or subscription forms, by means of surveys, as part of any entry to a contest or other promotion, through third party agents, contractors, vendors or suppliers who provide products and services to us ("Service Providers"), as well as through our third party business partners to whom we provide our products and services.

We may collect, use and/or disclose your Personal Information for the following purposes:

- · to create and maintain client accounts;
- to provide the product, service or information you requested;
- to communicate with you regarding the products and services you order and to respond to your requests and inquiries;
- to process payments and collect unpaid accounts;
- · to detect and protect against error, fraud, theft and other illegal activity;
- · to better understand your needs and preferences;
- to engage in business transactions;



- · to provide customer service;
- · to organize and administer contests and/or surveys;
- · to inform you of special offers and promotions;
- to meet legal requirements; and/or
- · for any other purpose for which you otherwise provide your consent.

### Disclosure to 9h05

We may disclose your Personal Information within our organization in order to better serve you and to provide you with information about 9h05's products and services.

When you provide Personal Information to us with respect to employment opportunities including, but not limited to, your resume, we will treat such Personal Information on a confidential basis and use it only (i) to consider you for current or future employment opportunities within 9h05 and (ii) to contact you with respect to such employment opportunities. We will retain your Personal Information for further employment opportunities that may arise within 9h05, unless you inform us that you no longer wish us to retain your information.

### **Disclosure to Service Providers**

9h05 has operations in the United Kingdom, the United States, Ecuador, France, Spain, and Australia. We may transfer your Personal Information to Service Providers acting on our behalf for purposes mentioned in this Privacy Policy. Note that some of our Service Providers who process or handle Personal Information on our behalf may be located in a foreign jurisdiction.

We take reasonably necessary steps to ensure that your data is treated in an appropriate and secure manner and in accordance with this Privacy Policy, subject however to the legal requirements of the relevant foreign jurisdiction.

## **Disclosure in Business Transactions**

9h05 may be involved in the sale, merger or restructuring of some or all of our business or assets. In the course of such transaction, 9h05 may disclose your Personal Information to the purchaser or new corporate entity. In such case, 9h05 will require such third parties to agree to protect the privacy of your Personal Information in a manner that is consistent with this Privacy Policy and in accordance with applicable privacy laws.

We make reasonable efforts to ensure that your Personal Information is used and disclosed as provided for in this Privacy Policy, unless we have obtained your consent for any other purposes, or as otherwise required or permitted by applicable laws.

# **CONSENT**

We collect, use and disclose your Personal Information with your consent or as permitted or required by applicable law. Your consent may be express or implied, depending on the circumstances and applicable laws. If you provide Personal Information about another person to us, we assume you have the valid consent of that individual to enable us to collect, use or disclose such information in accordance with this Privacy Policy. Any electronic communication that we may send to you, whether on our behalf or on behalf of our third party business partners, will include instructions on how to unsubscribe from any such future communications. If you do not consent, please do not provide your Personal Information or, where applicable, exercise opt-out options offered, or send an e-mail to désabonnement@9h05.com.

Note that if you withdraw your consent to certain uses of your Personal Information, we may no longer



be able to provide you with certain of our services.

### PRIVACY PROTECTION AND OUR WEBSITES

9h05 sometimes collects Personal Information through its various websites. In this section, we provide you with additional information regarding such collection.

### Cookies

By using a browser feature called a "cookie" and other methods, 9h05 and our third party Service Providers may gather non-personal information when you visit our websites such as data about the frequency of your visits to our websites, the duration of your visits, the number of pages you view and the type of Internet browser and operating system you use. A cookie is a small text file containing a unique identification number that identifies the visitor's browser, but not necessarily the visitor, to our computers each time our websites are visited. Website visitor information is collected on an anonymous basis, which means that no Personal Information is associated with such data, unless a visitor specifically provides us with such information (e.g. by enrolling to our services or by sending us a message from our websites).

In addition to the identified purposes described in this Privacy Policy, we may use information obtained from our websites and share it with other organizations with whom we have a commercial relationship to measure the use of our websites and to improve the functionality and content of our websites. 9h05 and our third party Service Providers may also use cookies and invisible web beacons to deliver interest-based advertisements that are relevant and targeted to the visitors of our websites.

You can manage your cookies by installing a third party program or by configuring your web browser. Most web browsers are initially set up to accept cookies; however, you can delete or disable cookies by modifying your settings. If you decide to disable cookies on our websites, you may not be able to take full advantage of all website features once you have done so.

## **Online Communications**

If you are known to 9h05 as a registered user of an online service that we offer, we may combine and store information about your use of our websites and the online information that you have provided us with along with other online and offline information we may have collected.

# **Hyperlinks**

For your convenience, 9h05's websites may contain hyperlinks to websites operated by third parties. When you click on one of these hyperlinks, you will be transferred from 9h05's websites and be connected to a third party site, which may have different privacy policies and practices in place. This Privacy Policy is no longer applicable when you leave our websites. You should consult the privacy policies of these other entities before providing any Personal Information on their websites. 9h05 is not responsible, nor do we accept any liability, for the Personal Information collection, use and disclosure practices of other entities to which our websites may link.

### Individuals Under 18

No Personal Information should be submitted or posted on our websites by individuals under 18 years of age without their parent's or legal guardian's permission. We may request the Personal Information of an individual under 18 years of age for contest administration purposes. In the event we do so, we will request such individual's parent or legal guardian to consent prior to collecting such information.



### **SECURITY**

9h05 has implemented reasonable security measures to safeguard the Personal Information under our care and control. Any Personal Information maintained by 9h05 is archived in a reasonably secured environment based on the nature of the information. Credit card information is processed using industry-standard encryption technology. 9h05 limits the collection of Personal Information to that which is necessary for the purpose(s) identified by 9h05 unless otherwise required or permitted by law. Any credit card information submitted to 9h05 will be used only to complete the purchase and arrange for shipping (where applicable) and/or for credit verification purposes (where applicable). Our security policies and procedures are periodically reviewed and enhanced as necessary.

Only authorized employees, agents, partners and Service Providers may have access to Personal Information under our care and control. We instruct all of our authorized employees, agents, partners and Service Providers who have access to Personal Information to use appropriate privacy and security precautions when processing such information.

#### **ACCURACY AND ACCESS**

We use reasonable efforts to ensure that your Personal Information is kept as accurate, complete and up-to-date as possible. We do not routinely update your Personal Information, unless such a process is necessary. In order to help us maintain and ensure that your Personal Information is accurate and up to date, please inform us as soon as possible of any changes to your Personal Information so that we can update our records.

If you wish to request access to, or correction of, your Personal Information that is in our care and control, please make your request in writing to our Chief Privacy Officer at the address or numbers above. All requests to access information or change information will be treated in accordance with applicable law.

## **CHANGES TO THIS PRIVACY POLICY**

9h05 reserves the right to modify this Privacy Policy at any time. All such changes will be posted on 9h05 websites, which will be effective immediately upon posting. We will take reasonable measures to advise affected individuals of any material changes, if necessary. You may contact our Chief Privacy Officer at the address or numbers above to obtain a current copy of this Privacy Policy.