

AWEbase Privacy Policy

Effective date: October 22nd, 2020. v1.01

1.0 General

This Privacy Policy explains how its user information, activity, and customer data is collected and used by the www.AWEbase.com website and the AWEbase suite of software tools (hereafter collectively the "SERVICES"). The AWEbase suite of software tools is owned and operated by AWEbase, Inc., a Delaware company (hereafter "AWEBASE").

This document delineates your data into three different categories, being:

- 1.1 User data, such as your login information, activity and usage history, personal information, organizational information, geo-location, IP address, device identification, browser identification, referring sites, and similar (hereafter "USER DATA").
- 1.2 Data entries, files, and other information you may input, upload, or transmit in context of using the AWEbase suite of tools for their intended purpose (hereafter "CONTENT DATA").
- 1.3 Information related to the financial transaction required by AWEbase to charge for your use of the SERVICES (hereafter "FINANCIAL DATA").

We aggregately use the terms "data" or "information" to encompass all the above. We may change, add to, and remove types of data or information collected and our use from time to time in our sole discretion.

AWEBASE does not gift, exchange for non-cash value, or sell your information to any affiliate or third party. All datatypes collected by AWEBASE are used solely for its own purpose to i) assist our customers, ii) improve the SERVICES, iii) estimate our resource needs, iv) conduct financial planning, or v) to sell and promote our products.

2.0 Cookies and Analytics

The SERVICES use cookies, which are text files containing small amounts of Information that are downloaded on your device ("COOKIES"), and analytics software or technologies, to store or track information such as login credentials, sessions, traffic, and interaction with specific parts of the user interface. COOKIES may be disabled through your browser settings, however, if you disable or decline COOKIES, you may not be able to use some parts of our Services.

3.0 Financial Data

AWEBASE does not track or store your FINANCIAL DATA. Rather, we use the third-party financial services provider *Stripe*. When you enter personal information related to your payment (such as your name, address, credit card number, etc.) in context of the SERVICES, the FINANCIAL DATA is actually entered into a portal managed by Stripe. By utilizing and paying for our Services, you agree to be bound by the terms of service, privacy policy, and other policies of Stripe. Please visit [Stripe](https://stripe.com) for more information about their policies.

While AWEBASE does not record, store, or track your FINANCIAL DATA, we do store the necessary identifiers required to connect your account with Stripe to accurately process payments related to your account.

4.0 Single Sign-On Authentication

AWEBASE facilitates select “single sign-on” authentication to access the SERVICES, such as (but not necessarily limited to) allowing you to use account login of third parties, such as GOOGLE to access your account with AWEBASE.

AWEBASE does not record, store, or track your login information needed by third-party single sign-on providers, but does store the necessary data required to facilitate your authentication verification with your provider.

5.0 Content Data

AWEBASE does not generally review or access your CONTENT DATA. We do so only i) at your request or with your consent (for example, to allow our customer service staff to assist you with a problem or question), ii) to resolve a broader technical problem, iii) as necessary to ensure compliance with the AWEBASE [Terms of Use](#) or iv) to comply with a legal order or government request. When you allow others to access, use, or edit content in your account, we share Content Data with them. By way of example, if you provide send Content Data to another user for review or signature, that Content Data is available to them.

6.0 USER DATA

AWEBASE utilizes your USER DATA only for the following purposes:

6.1 Internal Use

- i) Software use metrics and traffic analysis
- ii) Product improvement
- iii) Resource planning
- iv) Market and industry analysis
- v) Sales analysis and customer engagement planning
- vi) Marketing and advertising information, shared using aggregate data from the SERVICES, sometimes divided into categories such as geography, account size, industry, activity type, similar.

6.2 External Use

- i) AWEBASE may confidentially share USER DATA with contractors, vendors, and financial partners, solely for purposes of improving or maintaining the SERVICES, or for routine operational, maintenance, or sales and marketing functions of our company.

6.3 Lawful Basis for Processing your Personal Information

If European data protection law applies and we act as a controller, our lawful basis for collecting and using the data and information described in this Privacy Policy will depend on the personal information concerned and the specific context in which we collect or use it. We normally collect or use personal information only where we have your consent to do so, where we need the personal information to perform a contract with you, or where the processing is in our legitimate interests and not overridden by your data protection interests or fundamental rights and freedoms. In some cases we may have a legal obligation to collect or retain personal information or may need the personal information to protect your interests or those of another person. By way of example, when we:

- i) Use personal information to create and manage your account, we need the Information to provide Services.
- ii) Gather and record usage data any analyze it to improve our Services, we do so based on our legitimate interest in safeguarding and improving our Services.

If you have questions about or need further information regarding our lawful basis for collecting and using your personal information, please contact us using the details provided on our website.

7.0 Infrastructure Vendors

AWEBASE currently uses the following technology infrastructure vendors, each of which may have partial or full access to your information:

- i) Stripe (for payment processing)
- ii) Amazon Web Services (for data hosting)
- iii) Intercom (for sales communication and customer service)
- iv) SendGrid (for email communication)
- v) Sentry (for system error tracing)

Please refer to the respective use and privacy policies of each of these vendors as to how they store and use your data. While AWEBASE endeavors to keep this list up to date, it may, for practical reasons, be incomplete at any given time.

8.0 Data Retention and Mobility

AWEBASE generally stores your USER DATA and CONTENT DATA, and any backups of such, on the servers of our vendors. We may store, in whole or part, your USER DATA and CONTENT DATA on our own servers, or the servers of our contractors, solely for the purposes of development or maintenance of the SERVICES, or for additional backup. This does not relieve you of your responsibility to back up your own data.

To the extent allowable by law, we may retain all or portions of your USER DATA for as long as we deem necessary to i) ensure future potential access to the SERVICES, ii) for our statutory financial and tax purposes, iii) any legal obligations, and iv) for our business planning and analytical needs.

We generally do not store your CONTENT DATA beyond a 90-180 window after termination or cancellation of your account, unless by exception or by request from you (which AWEBASE may accept at its discretion).

9.0 Data Protection

AWEBASE uses reasonable and appropriate physical, administrative, and technological controls to protect all the datatypes from unauthorized access or malicious actions. We take reasonable steps to limit the access our employees, contractors, and agents have to your data to those who need to know this data to perform their assigned functions.

10.0 Miscellaneous

- 10.1 AWEBASE reserves the right to change this Privacy Policy to reflect new legal requirements or changes in our business. The date first written above reflects the

most recent update to this policy. If material changes are made, we may notify you via posting in the SERVICES, on our website, or by email. The most recent version of the Privacy Policy shall govern all use of the SERVICES.

- 10.2 Due to the global nature of the online business and far reaching locations of our service providers and vendors, your USER DATA and CONTENT DATA may be transferred across national borders and stored on the servers outside of your country or region.
- 10.3 This Privacy Policy is provided for the sake of transparency and convenience. It does not supersede the AWEBASE [Terms of Use](#) for using our software tools, or our [Website Terms of Use](#). If any provision in these documents conflicts with a provision in this Privacy Policy, the other document will prevail in relation to its subject matter.
- 10.4 You may have the right to understand what data is being collected by AWEBASE. You have a right to correct your personal information. In certain situations, you can ask that we delete/erase or stop using your personal information or export your personal information. Where we rely on your consent to process your information, you have the right to decline consent and/or withdraw consent at any time. This will not affect the lawfulness of our processing information prior to our receipt of your withdrawal. You have the right to provide us with guidance on the use, storage, and deletion of your data after death. You may also raise questions or complaints with your local data protection authority at any time. You can receive the information collected, make a request described in this Section 10.4, withdraw consent, provide guidance on post-death storage and use, or submit any other request or questions by submitting an email to legal@awebase.com, or by using any alternative method (if any) within the SERVICES. After ensuring your ownership credentials, AWEBASE will respond to your request as required by applicable law, the Terms of Use, Website Terms of Use, and this Privacy Policy.