

# 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](http://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 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 or 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.simplymerit.com](http://www.simplymerit.com), (“Terms of Use”) and our Dispute Resolution Policy, found at [www.simplymerit.com](http://www.simplymerit.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. 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. 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 the bottom of this Policy (see Last Updated Date below). Our business develops and changes. You should check this page frequently to ensure you understand our current Policy.

The Policy applies regardless of User’s method of access (i.e. computer browser, Outlook application, Android or IOS devices, etc.). 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. 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); and
- 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.

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 and

- 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.

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 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.

## **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;
- 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.

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**

No one under the age of 13 may provide any Personal Information to our Sites and we do not knowingly collect Personal Information from children under the age of 13 (or 18 without parental/guardian consent). If you are under the age of 13, 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 user name you may use. If we learn we have collected or received Personal Information from a child under the age of 13 (or under the age of 18 without 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 13 (or 18 without parental/guardian consent), please contact us at our contact information specified below.

### **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**.

### **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).

### **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.

### **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**.