



iAlign.Work Privacy Policy

Cloud Motion Technology, LLC and its clients utilizing the iAlign.Work software (“iAlign,” “we,” “us” or “our”) respect your privacy and take your privacy seriously. We are committed to handling personal information responsibly and in compliance with applicable laws. This Privacy Policy Statement sets forth the ways we collect information from and about you, and what we do with the information, so that you may better decide whether to utilize iAlign. iAlign is a proprietary Talent Development and Performance Management Software which will be utilized by clients of iAlign (“Services”) to interact with their workforce population. This policy applies to users of the services, software, and website. By utilizing iAlign, and any integrated third-party software, you agree to this Privacy Statement in addition to any other agreements we might have with you. Please note that iAlign client’s may also provide you with their own privacy policy related to how their organization specifically utilizes the software. Please reach out to your organization directly, if you have additional questions on how the iAlign client is using the information collected in iAlign. Please review the policy carefully to understand our policies and practices regarding your information and how we will treat it. While we may provide answers to privacy questions at <https://www.ialign.work/> in order to be helpful, this Privacy Policy is the exclusive source of our specific privacy practices for iAlign.

1. INFORMATION WE MAY COLLECT

We may collect Personal Information, either directly from System Users or System User Organizations (which are client companies that contract with iAlign to utilize the software). We collect, process, and transfer Personal Information collected through electronic processes.

a. INFORMATION YOU PROVIDE TO US

When you sign up for an account and use our Services, you give us personal identification information and other data.

1. For System Users, including workers, managers, and administrators at the System User Organization: This can include the following:
 - a. Personal identifiers, such as your first and last name, your email address, hire date, department, office locations, signature, and username and/or account name. iAlign collects this information to create, maintain, and secure your user account on iAlign and for System User Organizations to maintain worker performance management data.
 - b. Professional and employment-related information such as current or past employment history, employee status and title, job evaluations, employment status, job assignments, training and development information, performance evaluation information, performance goals, and employment counseling information. iAlign may collect this information to make available to the System User Organization to make employment and/or job-related decision that involves you, to assess qualifications or performance for a particular job or task, for education and development, manage performance, and for other human resource administration purposes.



2. For System User Organizations: This can include your company name, logo, website, system administrator emails, work phone number, and additional company information.

b. INFORMATION FROM THIRD PARTIES

We may collect and receive information about you, including personal information, from third parties, such as our clients, System User Organizations and/or partnering vendors.

c. INFORMATION FROM USE OF iAlign

When you utilize our Software, our Web server sends a cookie to your computer. Cookies are files that Web browsers place on a computer's hard drive and are used to tell us whether users have visited the Site previously.

Stand-alone cookies do not identify you personally. They merely recognize your browser. Unless you choose to identify yourself to iAlign by creating an account, you remain anonymous. Cookies can be session-based and persistent-based. Session cookies exist only during an online session. They disappear once you close your browser software or turn off your computer. Persistent cookies remain on your computer after you have closed your browser or turned off your computer. They provide convenient and rapid access to items like preferences and your personal user settings, which enhances your user experience within a system.

iAlign may from time to time engage third parties to track and analyze non-personally identifiable usage and volume statistical information from users of iAlign to help us administer our software and improve its quality. These third parties may use cookies to help track visitor behavior. Such cookies will not be used to associate individual website visitors to any personally identifiable information. All data collected by such third parties on behalf of us is used only to provide us with information on usage and is not shared with any other third parties.

2. HOW WE USE YOUR INFORMATION

We use the Information you share and data we collect about you primarily for the legitimate interest of administering our business; (i) for registration and to manage your profile, including to facilitate your access to and use of iAlign; (ii) to enable us to publish your submitted content; (iii) to respond to your questions and requests regarding customization or use of iAlign; (iv) to improve our product and service; (v) to resolve disputes and troubleshoot problems; (vi) to prevent prohibited activities or breach of agreements; (vii) to enforce our policies; and as otherwise described to you at the point of collection or as part of our separate service agreements.

With respect to Users, as a proprietary Talent Development and Performance Management Software, iAlign does contain information which you and/or your organization enter into the platform. While we will respect, keep private, and secure your information, please note that your System User Organization will have access to all information within the Software. How your System User Organization utilizes this information will be subject to their own privacy policies. The only entities that may have your information within iAlign: iAlign, any integrated third-party software, and the client company/System User Organization.



We take steps to ensure that the Personal Information we process is reliable for its intended use, is accurate, up-to-date and complete, and is limited to the Personal Information required to carry out the purposes of the processing, as described in this Statement. Where appropriate, we may ask you to ensure that your Personal Information that we hold is accurate and up to date.

We do not collect Sensitive Personal Information and it will not be collected, processed, or transferred, except where adequate privacy protection mechanisms are in place and after having first obtained your informed explicit consent, if required by law.

3. OUR DISCLOSURE OF YOUR PERSONAL INFORMATION TO THIRD PARTIES

iAlign may use third-party vendors. Such vendors are necessary and have been vetted accordingly. iAlign may be required to transmit, store, or share information with those third-party vendors to conduct business. **IALIGN DOES NOT SHARE THIS INFORMATION FOR MARKETING PURPOSES.** Such vendors include but are not limited to API's or EDI to integrate with end client systems. When we engage another vendor to perform such functions, we may provide them information, including personal data, in connection with their performance of such functions.

If we have received your personal data and subsequently transfer that information to a third-party agent or service provider for processing, we remain responsible for ensuring that such third-party agency or service provider processes your personal data to the standards required by our privacy commitments.

We may disclose your personal data to the following categories of recipients:

(i) External service providers, such as (1) IT systems and support providers, account monitoring services, financial institutions, telecommunications providers, insurance companies; (2) accountants, auditors, lawyers, and other outside professional advisors; and (3) other third parties engaged to assist us or our clients in carrying out business or human resources activities. We do not allow third-party service providers to use or disclose your personal information except as necessary to perform services on our behalf or to comply with legal requirements.

(iii) Lawful Requests by Public Authorities: iAlign may share your personal data with local governmental, regulatory, supervisory, and/or judicial agencies or other public or official bodies, as permitted or required under applicable law, including to meet national security or law enforcement requirements.

(iv) Business investors: Your personal data may be disclosed to potential investors and their advisors, auditors, and legal counsel in connection with a corporate restructuring, sale or assignment of assets, merger, divestiture or other changes of control or financial status of the Company (including a reorganization, dissolution, or liquidation).

(v) Other third parties: Your personal data may be disclosed to third parties in circumstances where we are required to do so by law, regulation, or legal process (such as a court order or subpoena), or when we believe disclosure is necessary in order to achieve any purpose disclosed under this Notice.

4. SECURITY AND DATA INTEGRITY

iAlign maintains technical, physical, and administrative security measures to protect information received from our system users, clients, vendors, investors, and those individuals who utilize iAlign and browse



and/or use our websites against loss, misuse, unauthorized access, disclosure, or alteration, and will only transfer your sensitive data via a protected channel or in an encrypted format.

Clients, Vendors, and System Users are expected to follow the company's privacy and security policies and procedures, as well as applicable laws. When we retain a third-party service provider, that provider will be required to (i) use measures to protect the confidentiality and security of the Personal Information and (ii) process the Personal Information only as directed by iAlign.

iAlign requires unique usernames and passwords that must be entered each time a user logs on. These safeguards help prevent unauthorized access, maintain data accuracy, and ensure the appropriate use of data.

5. INTERNATIONAL AND U.S. DATA TRANSFERS

If you are utilizing iAlign from outside of the United States, you understand and agree that your information and data may be transferred, stored, and used in the United States where our servers are located.

6. OUR DATA RETENTION POLICIES

Data destruction is a part of the many programs and regulations that iAlign adheres to. This idea of data destruction reduces the amount of data that is potentially vulnerable. The internal procedures for data destruction have been reviewed with our various software vendors to indicate whether the data is "deleted" or just "hidden" within the system. If the data can only be "hidden", then we will anonymize critical information.

We will retain any personal information only for necessary business purposes and as required by our contract with our client. System User Organizations will have their own data retention policies and information housed in iAlign will be accessible to System User Organization for up to 12 months after the contract is terminated. We will also retain and use the information as long as necessary to comply with our legal obligations, resolve disputes, and/or enforce our agreements.

7. AUTOMATED DECISION MAKING

iAlign does not have any automated decision-making processes or systems.

8. CHILDREN'S PRIVACY

iAlign is intended for general business audiences and is not designed to appeal to minors. We do not knowingly solicit or receive any information from anyone under the age of sixteen (16) without parent or guardian consent. If we learn we have collected or received personal information from a child under sixteen (16) without verification of parental or guardian consent, we will delete that information. If you are a parent or guardian and believe your child has provided us with personal information without your consent, please contact us immediately. The contact information is provided at the end of this privacy policy.

9. YOUR STATE PRIVACY RIGHTS



State consumer privacy laws may provide their residents with additional rights regarding our use of their personal information. To learn more about California residents' privacy rights, please review the following separate notices:

iAlign's Privacy Notice for California Residents

This policy can be found at: <https://www.ialign.work/>

California's "Shine the Light" law (Civil Code Section § 1798.83) permits California residents to request certain information regarding our disclosure of their information to third parties for the third parties for direct marketing purposes. To make such a request, please contact us by sending an email to [iAlign Privacy \[privacy@ialign.work\]\(mailto:privacy@ialign.work\)](mailto:privacy@ialign.work) or write us at: 3545 Aero Court Suite D, San Diego, CA 92123.

Colorado, Connecticut, Virginia, and Utah each provide their state residents with rights to:

- Confirm whether we process their personal information.
- Access and delete certain personal information.
- Data portability.
- Opt-out of personal data processing for targeted advertising and sales.

Colorado, Connecticut, and Virginia also provide their state residents with rights to:

- Correct inaccuracies in their personal information, taking into account the information's nature processing purpose.
- Opt-out of profiling in furtherance of decisions that produce legal or similarly significant effects.

To exercise any of these rights please send an email to privacy@ialign.work or call (858)810-3327. To appeal a decision regarding a consumer rights request please file an appeal either emailing privacy@ialign.work or by mailing the appeal to: 3545 Aero Court Suite D, San Diego, CA 92123. A member of the iAlign privacy team will respond in writing to the appeal within 45 days of receipt disclosing the outcome of the appeal and the explanation for the decision. If there are any concerns regarding the results of an appeal, the consumer has the right to contact the State Attorney General.

Nevada residents who wish to exercise their sale opt-out rights may submit a request by contacting iAlign at: (858)910-3327 or privacy@ialign.work. However, please know we do not currently sell data triggering that statute's opt-out requirements.

10. REQUEST TO DELETE/RIGHT TO BE FORGOTTEN

If you would like to submit a "request to delete," "request to be forgotten," or have a question regarding what personal information has been collected, please send an email to privacy@ialign.work or call (858)810-3327. We will confirm receipt of request in 10 days and respond within 45 days. iAlign will log any requests received. Please note there are exceptions which allow a business to not delete information in certain situations. Those include when the information is necessary to:

- Complete a transaction.
- Provide a good/service the consumer has requested.
- Perform a contract.



- Detect security incidents.
- Protect against “malicious, deceptive, fraudulent, or illegal” activities.
- Prosecute people responsible for “malicious, deceptive, fraudulent, or illegal” activities.
- “Debug to identify and repair errors that impair existing intended functionality.”
- Ensure the exercise of free speech.
- Ensure the business can exercise “another right provided for by law.”
- Comply with a legal obligation.

We will make you aware of whether any of these exceptions exists and what information will be held in our response to you.

11. DO NOT SELL NOTICE

Please be advised that we do not and have not sold any personal information in the last 12 (twelve) months. Likewise, we do not have any future plans to sell personal information. However, we respect your privacy and understand that you will want to ensure your personal information is not sold. Any questions regarding our practices or request for your information to not be sold can always be sent to privacy@ialign.work.

12. CHANGES TO OUR PRIVACY STATEMENT

It is our policy to post any changes we make to our privacy policy on this page. If we make material changes to how we treat our users' personal information, we will notify you through a notice on the iAlign.Work home page. The date the privacy policy was last revised is identified at the bottom of the page. You are responsible for ensuring we have an up-to-date active and deliverable email address for you, and for periodically visiting tcwprivacy.com and this privacy policy to check for any changes.

13. CONTACT US

If you have any questions about this Privacy Statement, our practices, or the security of the iAlign Software, please contact us at privacy@ialign.work or by calling (858)810-3327.

Or:

iAlign.Work
Attn: Privacy Team
3545 Aero Court, Suite D
San Diego, CA 92123

We will investigate any complaints received and do our best to resolve them with you as soon as possible. You can also submit a user access request to obtain any of your personal data which will be processed within 30 days.



14. COMPLAINTS AND DISPUTE RESOLUTION

EU individuals with inquiries or complaints regarding our privacy policy should first contact iAlign at:

iAlign.Work

Attn: Privacy Team

3545 Aero Court, Suite D

San Diego, CA 92123

privacy@ialign.work

(858)810-3327

For other complaints or concerns regarding your personal data under this Privacy Policy, please reach out utilizing the contact information above. We will respond within 30 days. If you still believe that your complaint or dispute has not been resolved, you can invoke binding arbitration (if permitted with respect to your complaint). The location of the arbitration will be in San Diego, California, United States.