

Note to copy:

For Clients that would like to receive a pdf copy of the Workzoom Privacy Policy, we have made this copy available to you. No changes made to this copy are agreed to by Nortek Solutions Inc. (dba Workzoom) or its affiliates.

Please note that we update the Workzoom Privacy Policy as our policies and process change. The current version of the Workzoom Privacy Policy is available at <https://www.workzoom.com/legal/pp>. Archived versions of the Workzoom Terms of Service, the Workzoom Privacy Policy, Workzoom Support Services and Workzoom Data Processing Agreement are available at <https://www.workzoom.com/legal/archive>.

If you would like to receive an email notification when we update the Workzoom Privacy Policy, please complete the form found at <https://www.workzoom.com/legal/subscribe-to-updates>.

If you have any questions, please contact your Workzoom representative.

Overview

At Workzoom, we are committed to protecting the privacy of our clients, our clients' personnel, users of our application and all Client Data (as defined in the Workzoom Terms of Service) held within the Workzoom Application. We have therefore created this policy to explain our privacy practices and procedures.

We believe that you should know what information we collect from you, as well as understand how we use, disclose, and protect that information. We believe that you should be able to communicate with us easily to limit the disclosure of your personal information, where practicable, and to raise any questions or concerns you may have.

Information We Collect

We collect a variety of personal information about employees, contractors, volunteers, retirees, directors and other users of the application to allow us to provide people management functionality for our clients.

When we use the term "personal information", we mean information that is directly associated with, or could be used to identify, a specific person such as a name, an identification number, location data, an online identifier or to one or more factors specific to their physical, physiological, genetic, mental, economic, cultural or social identity.

We collect personal information in the following ways through the application:

Information You Give Us

We hold information you give us directly - such as your name, address, telephone number, cell phone number and e-mail address - when you use the self-service features in the application.

Information We Obtain from your Superiors

We obtain information about you from your superiors when they use the self-service features of the application.

Information We Obtain from Administrators

We obtain information about you from administrators who are responsible for maintaining your personnel records.

Information We Obtain from Other Sources

We obtain information about you from outside sources such as:

- Conversions of data into the application
- Uploads of data from resumes and other personal documents loaded into the application
- Imports of data from other systems

Information We Collect Automatically

We automatically collect information whenever a user logs into the application. For example, the application tracks login identification, login date and time, IP address, computer type and the web browser being used.

We also collect anonymized application usage data.

Use of Personal Information

Personal information within the Application is used to facilitate people management activities such as:

- Managing new hires, terminations, personnel changes
- Performing recruitment activities
- Conducting training and development of personnel
- Managing performance and disciplinary actions
- Compensating and rewarding staff
- Tracking, work schedules, time worked, absentee time and expenses
- Processing payroll
- Administering benefits
- Handling labour disputes and grievances
- Handling workplace related health & safety incidents

Disclosure of Personal Information

We seek to protect personal information and keep it confidential. We do not share personal information with unaffiliated third parties, nor do we sell it to third parties. We disclose personal information only as detailed below.

Your Consent

Workzoom will not disclose personal information other than in accordance with this policy. In general, that means that you must consent to the disclosure in advance. Depending on the service, we may obtain your consent in a number of ways, including:

- In writing;
- Verbally; or
- Online, by clicking on a link or button.

Protection of Workzoom and Others

We release personal information when we believe release is appropriate to do one of the following:

- Comply with the law (e.g., a lawful subpoena);
- Enforce or apply our agreements to sell services to you;
- Bill and collect for services; or
- Protect our rights or property.

Security and Data Integrity

Workzoom uses a variety of security measures to protect Client Data from unauthorized access, maintain data accuracy, and help ensure the appropriate use of the data. We restrict access to personal information to those who need to know that information to provide services to you, or otherwise assist you.

All Client Data is secured behind system firewalls and all server communication takes place on secured internal networks. We utilize industry standard anti-virus protection and scanning software on all servers and have policies in place to ensure no confidential client data is shared via unsecured communications. To ensure that only the most secure connections are made, only browser / operating system combinations that support Transport Layer Security (TLS 1.2) or higher are approved. All client data at rest is encrypted using Advanced Encryption Standard (AES 256).

You can take additional steps on your own to safeguard your personal information. For example:

- Never leave your computer while you are logged into the application. You should be sure to log out and close your browser windows when you are finished using the application, especially on a shared computer.
- Never share your username or password with anyone. Never write it down or email it.

Please be advised that Workzoom has no control over the security of other sites on the Internet you might visit, interact with or from which you might buy products or services.

Your Rights

Individuals located in certain countries, including the European Economic Area and the United Kingdom, have certain statutory rights in relation to their personal data. Subject to any exemptions provided by law, you may have the right to request access to your personal information, as well as to seek to update, delete or correct this personal information. You can usually do this using the self-serve tools in the application. If you cannot use these tools, please contact your company's application system administrator who controls your access for assistance.

To the extent that Workzoom's processing of your personal information is subject to the General Data Protection Regulation or applicable laws covering the processing of personal information in the United Kingdom, Workzoom relies on its legitimate interests, described above, to process your data.

Communicating with Workzoom

Please do not send any personal or confidential information via email. If necessary, you may at your own discretion send an encrypted file secured with a password. However, please instead consider using one of our secure tools to communicate personal or confidential information to Workzoom electronically:

- The Collaboration Module within the application
- The Workzoom Secure FTP Server

Also note that any personal or confidential information mailed to Workzoom should be sent via courier or registered mail with a tracking facility.

Use of Cookies

We use "cookies" to enhance your use of the application. Cookies are small text files placed on your computer's hard drive when you log in to the application. The cookies are terminated when you log out, and they expire after a period of inactivity.

Policy Updates

We reserve the right to update this Policy if our practices or services change and we will post a revised version at <https://www.workzoom.com/legal>. If you wish to be notified of any such updates, you can sign up for our email notification service at <https://www.workzoom.com/legal/subscribe-to-updates>.

Contact Us

If you have any questions, comments or concerns about this policy, please e-mail us at info@workzoom.com or call us at 1-800-671-3843.

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