

PRYSM SYSTEMS PRIVACY POLICY

Last Updated November 30, 2020

Data privacy is important to Prysm Systems, Inc. and its affiliates (“Prysm Systems”). This Privacy Notice explains how information is collected, used and disclosed by Prysm Systems and applies to information collected when you use or access our products, services, or websites, or when you attend a Prysm Systems event or otherwise interact with us. We respect the privacy rights of users and recognize the importance of protecting information collected about you.

INFORMATION COLLECTED

- Information You Provide to Us: We collect information, including personal data, in the ordinary course of our relationship with you (e.g., when you use a Prysm Systems product, service, or website; request customer support; or apply for a job). The types of information we may collect directly from you include your name, username, email address, your picture, address, phone number, employer's name, job title, transactional information (including services purchased or subscribed to and billing address) as well as any contact or other information you choose to provide. We also store the files or other information that you upload to the Prysm Systems services in connection with your use of the Prysm Systems services.
- Usage Data: We may collect or obtain your personal data and other information when you download or use any of our products, services, or websites. This usage information may include applications and features used, sizes and names of the files or folders uploaded, downloaded, shared, or accessed while using Prysm Systems products, services, or websites, log information, including IP address, access times, browser type and language, ISP name, content used, device information, operating system and version, mobile network information (as allowed by the mobile network) or platform information (as allowed by the specific platform type), cookies and other tracking technologies
- Information You Make Public: We may collect or obtain your personal data that you choose to make public, including via social media.
- Content and Advertising Information: We may receive personal data about you if you choose to interact with a third-party service in or with our products, services, or websites.

USE OF INFORMATION

We may use the information collected for the limited purpose of:

- providing Prysm Systems products, services, or websites, as described in this Privacy Notice, and as permitted by applicable laws;
- enabling you to access and use Prysm Systems services, including uploading, downloading, collaborating on and sharing content and sending messages on your behalf;

- improving Prysm Systems products, services, or websites;
- processing and completing transactions, and send you related information, including purchase confirmations and invoices;
- providing customer service by sending technical notices, updates, security alerts, patches, support, workarounds, and administrative messages regarding Prysm Systems products, services, or websites;
- communicating with you about new or updated features and services regarding Prysm Systems services, software, or websites;
- monitoring and analyzing trends, usage, and activities in connection with Prysm Systems products, services, or websites;
- investigating and preventing fraudulent transactions, unauthorized access to the Prysm Systems products, services, or websites, or other illegal activities;
- responding to your comments, questions, and requests, and provide customer service and support;
- communicating with you regarding ongoing business relations; and,
- providing promotional information regarding offers, promotions, contests, events, and other news or information regarding Prysm Systems and our select partners.

PROMOTIONAL AND NEWSLETTER COMMUNICATIONS

You may opt out of receiving promotional and newsletter emails from Prysm Systems by following the opt-out instructions provided in those emails. If you opt out, we may still send you non-promotional communications.

PROCESSING

By accessing or using the Prysm Systems products, services, or websites, or otherwise providing information to us, you consent to the processing and transfer of information in and to the U.S. and other countries and territories, which may have different privacy laws from your country of residence.

SHARING AND DISCLOSURE OF INFORMATION

We will not share personal information about you, or your use of Prysm Systems products, services, or websites, with any third party, except as described in this Privacy Notice.

Vendors, Consultants and Other Service Providers

- We may share your information with third-party vendors, consultants, and other service providers who are working on our behalf and require access to your information to carry out that work, such as to process billing, provide customer support, etc. These service providers are authorized to use your personal information only as necessary to provide services to Prysm Systems and/or to provide Prysm Systems products, services, or websites to you.

- In some cases, we may share your information with third-party vendors to understand which areas and features of the Prysm Systems products, services, or websites are most popular and/or to improve the overall effectiveness of Prysm Systems' products and services.

Collaboration

- We may share your information when you choose to use collaboration features of Prysm Systems Products and Services that by their nature support sharing with third parties who you choose. Your name, email address, information from your profile and online account (including your photo), and any content you choose to share will be shared with such third parties, and such third parties may communicate with you (such as by posting comments or messaging you) in connection with your use of the collaboration features of Prysm Systems Products and Services. For example, third parties who you invite to collaborate with you may choose to share your content with third parties inside and outside of Prysm Systems Products and Services.

Third Party Applications

- If you choose to connect with third-party applications or services, we may share information about you including your username and any content you choose to use in connection with those applications and services, and such third parties may contact you directly as necessary.
- This Privacy Notice does not apply to your use of such third-party applications and services, and we are not responsible for how those third parties collect, use and disclose your information and content.
- We encourage you to review the privacy policies of those third parties before connecting to or using their applications or services to learn more about their information and privacy practices.

Compliance with Laws. We may disclose your information to a third-party if:

- we believe that disclosure is reasonably necessary to comply with any applicable law, regulation, legal process or governmental request;
- to enforce our agreements, policies, or Terms of Service;
- to protect the security or integrity of Prysm Systems products, services, or websites;
- to protect Prysm Systems, our customers, or the public from harm or illegal activities;
- to respond to an emergency which we believe in the good faith requires us to disclose information to assist in preventing the death or serious bodily injury of any person; or,
- to any other third party with your prior consent.

Enterprise Accounts.

- If you are granted access to Prysm Systems products and services by your employer or other organization as part of an enterprise or corporate subscription, one or more representatives of your organization may act as administrator for your organization, which includes rights to provision user accounts and access information and content associated with those accounts.

Business Transfers

- We may share or transfer your information in connection with, or during negotiations of, any merger, sale of company assets, financing, or acquisition of all or a portion of our business to another company.
- Aggregated or Anonymized Data: We may also share aggregated or anonymized information with third parties that does not directly identify you.

SECURITY

While no product, service, or website is completely secure, Prysm Systems takes reasonable measures to help protect information about you from loss, theft, misuse and unauthorized access, disclosure, alteration and destruction. For example, we encrypt your data when it is stored in our data centers.

The servers on which personal information is stored are kept in a controlled environment with limited access. While we take reasonable efforts to guard personal information we knowingly collect directly from you, no security system is impenetrable. In addition, we cannot guarantee that any passively collected personal information you choose to store on our systems is maintained at levels of protection to meet specific needs or obligations you may have relating to that information.

To protect the confidentiality of personal information, you must keep your password confidential and not disclose it to any other person. For those products, services, or websites directly managed by Prysm Systems, please advise us immediately if you believe your password has been misused. In addition, always logout when you finish your session. Please note that we will never ask you to disclose your password in an unsolicited phone call or email.

If you have any questions about the security of your personal information, you can contact us at privacy@prysmsystems.com.

YOUR CHOICES

You may update, correct or delete information about you at any time by logging into your account and modifying your information.

If you are granted access to Prysm Systems products and services by your employer or other organization as part of an enterprise or corporate subscription and you wish to deactivate and delete your account, please contact your organization's account administrator.

We will retain your personal information for the period necessary to fulfill the purposes outlined in this Privacy Notice. We will retain your information for as long as your account is active or as needed to provide you services. After deactivation of your account, we may retain cached or archived copies of information about you for a period of time. We may retain certain information as required by law or for legitimate business purposes. For example, we may retain and use your information to comply with our legal obligations, resolve disputes and enforce our agreements.

Upon request, Prysm Systems will provide you with information about whether we hold, or process on behalf of a third party, any of your personal information that we are aware of. To request this information, contact us at privacy@prysmsystems.com. We will respond to your access request within 30 days. For information on your personal information that may be stored as content within your organization's user accounts, please contact your organization's administrator. Prysm Systems does not monitor, access or modify content stored in individual user accounts.

COOKIES

Most web browsers are set to accept cookies by default. If you prefer, you can usually choose to set your browser to remove or reject browser cookies or to prompt you before accepting such a cookie. Please note that, if you choose to remove or reject browser cookies, this could affect the availability or functionality of Prysm Systems products, services, or websites.

DO NOT TRACK

Some browsers offer a "do not track" ("DNT") option. Because no common industry or legal standard for DNT has been adopted by industry groups, technology companies or regulators, we do not respond to DNT signals. We will make efforts to continue to monitor developments around DNT browser technology and the implementation of a standard.

CHANGES TO THIS NOTICE

We may change this Privacy Notice from time to time. If we make any changes, we will notify you by revising the "Last Updated" date at the top of this Privacy Notice and, in some cases, we may provide you with additional notice (such as adding a statement to our homepage or sending you an email notification).

We encourage you to review our Privacy Notice whenever you access Prysm Systems products, services, or websites to stay informed about our information practices and the ways you can help protect your privacy.

If you disagree with any changes to this Privacy Notice and do not wish your information to be subject to the revised Privacy Notice, you will need to deactivate your account with us, and stop using Prysm Systems products, services, or websites. Your use of any of Prysm Systems products, services, or websites after the posting of such changes shall constitute your consent to such changes.

CALIFORNIA RESIDENTS

Under California law, California Residents who have an established business relationship with Prysm Systems may choose to opt out of Prysm Systems' disclosure of personal information about them to third parties for direct marketing purposes. If you choose to opt-out at any time after granting approval, contact us at privacy@prysmsystems.com.

TESTIMONIALS

We may use publicly available testimonials and endorsements, or testimonials and endorsements presented in a public forum, regarding our products, services, or websites, in Prysm Systems promotional materials and websites.

LINKS TO THIRD PARTY WEBSITES

We may include links in our products, services, or websites. When you click on a link to a third-party website, your activity and use on the linked website is governed by that website's policies, not by those of Prysm Systems.

OUR POLICY TOWARD CHILDREN

The use Prysm Systems products, services, or websites is not directed to individuals under 18, nor do we do not knowingly collect personal information from such individuals. If you become aware that a child has provided us with personal information, please contact us at privacy@prysmsystems.com. If we become aware that a child under 18 has provided us with personal information, we will take steps to delete such information.

CONTACTING US

Questions about this Privacy Notice, or the handling of your personal information, should be addressed to privacy@prysmsystems.com.