

# EasySource Privacy Policy

EasySource (“EasySource,” “we,” or “us”) is liable to protect and respect your privacy. EasySource’s privacy policies explain how we collect, use, share, and securely protect our client’s personal information/data if they are registered users of EasySource Chrome Extension (services). This privacy policy shall apply only when EasySource collects client’s information personal or data is made available to EasySource the client’s use of service or extension.

In this Privacy Policy, the term “personal data” means information that relates to an identified or identifiable natural person. “Sensitive personal data” means personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and the processing of data concerning health or sex life.

EasySource understands your concern about how your personal data is being used and disclosed by us. EasySource is liable to comply with data privacy and protection laws that apply to us. With the help of these privacy and policy documents we are assuring you that we securely protect your personal informational and sensitive data.

These privacy policies are applicable to the data that we process when you use the extension. It does not apply to any links to third-party websites, applications, or services that you may encounter when you use the Extension. We encourage you to carefully familiarise yourself with privacy policies applicable to any websites or services operated by third parties. Please be aware that we are not responsible for the privacy practices of any third parties. By using the extension, you agree to the privacy practices described in this Privacy Policy.

## Information EasySource May Collect from You

### (i) Data You Provide in the Application

EasySource may collect the following information from the users that may, in certain circumstances, constitute personal data:

- User’s full name (for individuals)
- Name of organization (for legal entities)
- List of employees (for legal entities only)
- Profile photo
- Avatar
- Billing name
- Billing address
- Email address
- Email password
- LinkedIn ID
- Mailing address
- Application password

- Any other information you provide to us
- Information we receive about you from third parties

## (ii) Data Collected Automatically

The Application may automatically collect the following information from you that in certain circumstances may constitute personal data:

- EasySource and our third-party partners use cookies, web beacons, Flash cookies (locally stored objects), embedded scripts, location-identifying technologies, and similar technology (collectively, “tracking technologies”).
- These tracking technologies collect information about how you use the Application (e.g. actions you take in the Application), information about your browser and online usage patterns (e.g. IP address, browser type, browser language, browser UserAgent heading containing browser version and operating system type), and information about the devices you use to access the Application (e.g. device type, model and manufacturer, device operating system brand and model, device hard disk drive, Mac network interface controllers, operating system version, information regarding the location of your device), or we may be able to approximate a device’s location by analyzing other information, like an IP address. We may also collect the configuration of the Application when you use it and the time and date of your use of the Application.
- EasySource also collects analytics data and uses third-party analytics tools to help us measure traffic and usage trends for the Application.

## **The Purposes for which We Use the Data**

We use the collected personal data the following purposes:

- To verify your identity
- To determine your eligibility to use the Application
- To communicate with you
- To prevent and investigate fraud, unauthorized use, and other misuses
- To operate and improve our products and services
- To audit and analyze the Application
- To ensure the technical functionality and security of the Application

We use the data collected automatically for the following purposes

- To improve customer service
- To personalize user experience
- To provide features available in the Application
- To develop, improve, and protect the Application
- For market research
- To audit and analyze the Application
- To ensure the technical functionality and security of the Application

- To remember information so that you will not have to reenter it during your visit or the next time you visit the Application
- To provide custom, personalized content and information, including targeted content and advertising
- To monitor aggregate metrics such as total number of visitors, traffic, usage, and demographic patterns in our Application
- To provide for the security of the Application
- To differentiate between the devices you use to access the Application in order to prevent desynchronization of the user database

## USE AND SHARING OF PERSONAL INFORMATION

1. **Personal contact:** EasySource may use your Personal Data and User Content that you provide to us to create and maintain your account, to personalize your experience, to aggregate institutional history for your organization's recruiting efforts, and to send periodic email communications relating to our Services, account confirmations, and customer care correspondence. We may also send out emails to inform you of new or updated data related to searches you have previously performed.
2. **Services:** EasySource may use Personal Information about your use of the Services in order to adjust our sorting algorithms and to otherwise improve the Services.
3. **Third parties:** EasySource uses certain trusted third parties to help us provide, improve, protect, and promote the Services. These third parties will access your Personal Information only to perform tasks on our behalf and in compliance with this Privacy Policy. EasySource may also use services and technologies provided by other companies to assist EasySource in understanding how you use the Services. As a result, information about how you use the Services may be available to these other companies to the extent that their technology collects such information for our use.
4. **Vendors and Contractors:** EasySource may share Personal Data with service providers and vendors in order to provide requested service or transaction only to the extent necessary to fulfill contractual obligations and not exceeding the personal data processing permit obtained from you.
5. **Required disclosure:** EasySource reserves the right to disclose Personal Information to third parties, without notifying you, if required to do so by rules and regulations, or if EasySource has a good faith belief that disclosure is necessary to (i) comply with legal process served on us; (ii) protect and defend our rights or property; (iii) act in an emergency to protect someone's safety.
6. **Successor-in-interest:** EasySource reserves the right to transfer Personal Information to any successor in interest to the EasySource business.

## Your Rights

You have the following rights with respect to the personal data we hold about you

- You have the right to know what information/data we hold about you. To know the details about your data. You can get in touch with us at [info@hirequotient.com](mailto:info@hirequotient.com). We would like to answer your query.
- You have the right to have your data incomplete, incorrect, outdated, deleted, or updated. The easiest way to correct, delete, or update the personal data you have provided to the application is to log in to the Application and enter the necessary changes in the account settings of the Application. If you have additional questions regarding the correction, deletion, or updating of the personal data we hold about you, please contact us at [info@hirequotient.com](mailto:info@hirequotient.com). Please note, however, that we may not be able to modify or delete information in all circumstances, including if we are required by federal or state law to keep certain information about you for a certain period.
- The right to opt out of receiving electronic direct marketing communications from us. All electronic direct marketing communications that you may receive from us, such as email messages and text messages, give you the option of not receiving such communications from us in the future. If you have any additional questions about electronic direct marketing received from us, please contact us at [info@hirequotient.com](mailto:info@hirequotient.com)

## **Data Security**

The security of personal data is important to us. For example, your user account is protected by a password, and the servers we use are secured and protected by a firewall. In addition, encrypted browsing is the default browsing mode in the Application.

Even so, we cannot guarantee that your personal data are always secure because data security measures in use from time to time may be vulnerable. Consequently, please be mindful of the risks that personal data about you may be exposed to when you use the Application.

We also periodically review and adjust security safeguards as the threat landscape evolves. Ultimately no security system is impenetrable, and we cannot guarantee the security of our systems 100%. In the event that any information under our control is compromised as a result of a breach of security, our policy is to take reasonable steps to investigate the situation and, where appropriate, communicate with affected individuals.

## **International Transfers of Personal Data**

Information collected through our website may be stored and processed in the United States or any other country in which we or our affiliates or service providers maintain facilities. If you are located in the European Union or other regions with laws governing data collection and use that may differ from U.S. law, please note that we may transfer information, including personal information, to a country and jurisdiction that does not have the same data protection laws as your jurisdiction, and you consent to the transfer of information to the U.S. or any other country in which we or our affiliates or service providers maintain facilities and to the use and disclosure of information about you as described in this Privacy Policy.

## **Children's Privacy**

You must be at least eighteen (18) years of age to register with and use the Application. This Application is not directed to children under 13. We do not intend to collect personal data from children under 13.

## **Changes to the Privacy Policy**

From time to time we may change this Privacy Policy. You can tell when changes have been made to the Privacy Policy by referring to the "Last Updated" legend at the top of this page. If we materially change the ways in which we use and disclose personal data, we will post a notice in the Application and send an email to our registered users. Your continued use of the Application following any changes to this Privacy Policy constitutes your acceptance of any such changes made.

## **Questions or Concerns?**

Should you have any questions regarding this Privacy Policy, your privacy as it relates to the use of the Application, or the protection of the personal data we hold about you, please contact us via email at [info@hirequotient.com](mailto:info@hirequotient.com) or by mail at HireQuotient #02-10/17 67, Ayer Rajah Crescent, Singapore S139950 We seek to promptly resolve any concerns you may have.

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