# **Privacy Policy for LockRoom**

Effective Date: January 25, 2024

#### <u>Introduction</u>

Welcome to LockRoom. This Privacy Policy is crucial for understanding how we handle your information on our website at https://LockRoom.com, including all related subdomains, our web, mobile, and desktop applications, virtual data room, and other services we offer. By continuing to use LockRoom's website, applications, or services, you acknowledge and accept the terms of this Privacy Policy.

### Our Commitment to Your Privacy

LockRoom, including our affiliates ("LockRoom", "we", "us"), is dedicated to safeguarding your personal data and ensuring its confidentiality and security.

## <u>Definition and Use of Personal Information</u>

'Personal Information' refers to data that identifies an individual, such as name, email address, phone number, job title, and other identifiable details. We are the primary custodian of the Personal Information you provide, and it's processed as outlined in this policy. For any concerns, please refer to our "Contact Us" section.

### <u>Updates to the Privacy Policy</u>

We may revise this policy periodically due to operational changes or regulatory requirements. We recommend reviewing this Privacy Policy during your interactions with our website.

### Collection of Information

We gather Personal Information through our website and application in two ways: information you provide (e.g., during registration) and information collected automatically (e.g., through site usage).

### Types of Collected Information

- Information provided by you during registration for a personal account includes your name, company, job title, email address, phone numbers, physical address (optional), country, and partial credit/debit card number (optional).
- Automatic data collection includes browser type, IP address, timezone, device information, and interaction data with our website and applications.

## Use of Cookies

We use cookies and similar tracking technologies for site functionality and user experience enhancement. You can manage cookies through your browser settings. Our Cookie Policy provides further details.

### Call Recording Policy

We record calls for quality assurance, as per relevant data protection regulations, and store them for a specified period unless earlier deletion is requested.

## Referral Service and Third-Party Information

Using our referral service requires consent from the third party whose information you provide, such as email, name, company, and contact details.

### Geolocation Information

We collect geolocation data like country and city to optimize your connection to our data center, shared only with our data center provider for service purposes.=

#### Registration and Account Management

Creating a Personal Account is necessary for full access to our services. You can manage your account details and opt-out of certain communications.

### Purpose of Personal Information Usage

LockRoom utilizes your Personal Information to enhance our services, customize user experience, provide updates, support, marketing, and other related activities. We may also use anonymized data for product and service improvement.

### Sharing and Processing of Personal Information

We may share your Personal Information with third parties for service provision, legal compliance, and other legitimate purposes, ensuring appropriate privacy safeguards.

### **Collaboration Features**

Our collaboration tools allow sharing with third parties, subject to your settings and permissions.

## Security Measures

We employ various security measures like SSL encryption and secure server hosting to protect your Personal Information. However, no security system is infallible.

### **Your Rights**

You have rights regarding access, rectification, objection, erasure, restriction, portability, and withdrawal of consent concerning your Personal Information. Contact us for any requests or concerns.

## California Privacy Rights

Under the CCPA, California residents have specific rights related to their Personal Information.

### Access by Minors

We do not knowingly collect information from children under 18. Contact us for the removal of such information.

# **Policy Changes**

We may update this policy and will notify you of significant changes.

## Consent

Your use of our services indicates consent to this Privacy Policy.

## Recourse, Enforcement, and Liability

For complaints or inquiries, contact us directly. We adhere to EU and Swiss data protection authorities' procedures for resolving disputes.

# **Contact Information**

For inquiries or complaints, email us at Legal@LockRoom.com