

Office Timeline Privacy Policy

Protecting your personal data is and always has been at the core of everything we do. This Privacy Policy explains what personal data Office Timeline collects from you and how we use that data. This Privacy Policy applies to you when you give your personal data directly to Office Timeline, for instance when creating an account for the Service or interacting on our websites, through a marketing campaign, or when attending an event or meetup.

Secure and Protected Privacy

Privacy is important to us, and we are committed to securing your personal data and empowering your privacy. Our data protection and privacy strategy is built on a framework made up of these fundamental customer data protection pillars:

Limit data collection: We believe that limiting the personal data collected is the very best thing we can do to protect your security and privacy. Our processes and systems have been designed to operate on a minimal amount of uniquely identifiable information, which significantly limits your privacy exposure.

Guard and protect: Personal data is kept safe at all times. Our data protection strategy has been created to guard your data throughout its entire lifecycle. Because we limit the amount of personal information collected, we are able to easily manage it at all points with the strongest encryption security methods available.

Transparency and control: We believe in giving you access to and control over your personal data, and we have built processes for updating or deleting data on demand. You can view or edit your personal data by logging into your account: <https://www.officetimeline.com/login>. You can also request a report of your personal data or request your personal data be deleted by emailing support@officetimeline.com.

Personal Data We Collect

We collect personal data directly from you, from third parties or publicly available data, or automatically when you use the Service through the use of technologies such as electronic communication protocols, cookies, widget buttons, or tools. We collect this personal data for the purposes outlined below in “How We Use Personal Data.”

How We Use Personal Data

We will only use your personal data if we have a lawful basis to do so. Specifically, we use your personal data at your instruction or as follows:

Providing and Personalizing our Sites. To operate and administer our websites and Service and to provide you with the content you choose to access or request; to tailor web content we display to you in order to

offer location customization (e.g., setting a default language) and to otherwise personalize your experience using our websites. We use cookies and similar tracking technologies to automatically collect your personal data for this purpose.

Identifying Customer Opportunities. To identify and assess potential new users through tools (e.g., HubSpot, LinkedIn Sales Navigator, Intercom, etc.) and to engage with individuals responding to web content produced by Office Timeline or otherwise available on the Service.

Sending Marketing Communications. For direct marketing, promotional, and other non-transactional communications (e.g., newsletters, calls, SMS, or push notifications) in order to share information about special offers, promotions, and events or to otherwise contact you about Office Timeline products or information we think will interest you, and you have the right to opt out of such communications at any time.

Displaying or Analyzing Personalized Advertisements. To provide more relevant advertising to you on the Service or third-party platforms, or to conduct related marketing research (e.g., by measuring the success of targeted advertising campaigns). We use cookies and similar tracking technologies to collect your personal data for this purpose.

Managing Contests. To provide communications for and manage contests, promotions, and sweepstakes you've chosen to participate in or register for. Please note, contests may have additional rules relating to how we process your personal data.

Analytics and Improvement. To better understand how you access and use the Sites and Offerings, and for other research and analytical purposes, such as to evaluate and optimize the Service and to develop additional services, content, and features (e.g., if you choose to participate in a survey or user-interface study, we use your email address with your consent to reach out with follow-up questions or additional studies).

Protect Legal Rights and Prevent Misuse. To protect the Service and the rights of users and other individuals; to prevent unauthorized access and other misuse; and where we believe necessary to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the safety of any person, or violations of our Terms of Service or this notice. We use machine or deep learning technologies for these purposes (e.g., for fraud prevention or detection).

Comply with Legal Obligations. To comply with the law or legal proceedings (e.g., we disclose data in response to lawful requests by public authorities, including responding to national security or law enforcement requests).

General Business Operations. Where necessary to the administration of our general business, accounting, recordkeeping, and legal functions. For instance, Office Timeline will process billing information, including personal data, to process payments, send invoices, or contact users regarding payment issues.

How We Share Personal Data

We will only share your personal data if we have a lawful basis to do so. We will not commercially exploit your personal data or disclose personal data for monetary or other valuable considerations. We share information about you with your consent, at your request, or as follows:

To Our Service Providers. We use third-party service providers to process your personal data (e.g., your contact information, billing information, account data, and device data) to assist us in business and technical operations. Office Timeline has data processing agreements with such service providers limiting their use of and access to personal data to specific purposes. These service providers include but are not limited to the following trusted vendors:

- **Billing:** We use Stripe to manage our credit card processing of your subscriptions.
- **Customer support and engagement:** Tools including Intercom, Appzi, Zendesk, Typeform, and HubSpot help us troubleshoot issues, answer your questions, and collect your feedback.
- **Marketing:** Services including VWO, Hotjar, Google Analytics, Microsoft Bing Ads, and Gartner Ads are leveraged to optimize our website and deliver more relevant ads to you. HubSpot, SendGrid, and Active Campaign are used to communicate with you about product updates and account notifications.

We provide these third parties with no more information than is necessary to enable them to provide the services to us.

To Infrastructure Hosting Providers. We use third parties for the infrastructure used to host content and personal data we process, including cloud providers such as Microsoft Azure. Office Timeline has data processing agreements with such service providers and their use of and access to personal data is limited to specific purposes.

As Required by Law. We disclose information about you if we believe we must do so to comply with the law or a subpoena, bankruptcy proceeding, or similar legal process. In certain situations, we are required to disclose personal data in response to lawful requests by public authorities, including to meet national security or law enforcement requirements.

To Protect Rights. We disclose information about you, such as your name, contact information, and billing information, to enforce our agreements with you or to protect the rights and safety of Office Timeline, our customers, our users, and the general public, or as evidence in litigation in which we are involved.

As Aggregate and Anonymized Information. We share aggregate or anonymized information about you with our third-party service providers for our internal business purposes which includes marketing, advertising, research, or similar purposes (e.g. we may provide information for our earnings reports, such as the number of active users.)

In a Business Transaction. If Office Timeline is involved in a dissolution, reorganization, financing, public offering of securities, merger, acquisition, or sale of all or a portion of its assets, your information will be transferred to providers, advisors, accountants, attorneys, the acquiring entity, or other third parties as

part of the transaction (provided that we inform such individuals that they must use your personal data only for the purposes disclosed in this notice), and may also be reviewed as part of the due diligence review for the transaction (e.g., we may need to provide a list of all customer accounts and payment histories).

Linked Sites; Third Party Widgets

Links to Other Websites. Our Service may include links to other websites with privacy practices that differ from ours. Any information you submit to a website not belonging to Office Timeline is governed by that site's privacy statement.

Plugins and Social Media Widgets. Our Service may include social media features and widgets ("widgets"), such as a "share this" button or other interactive mini-programs. Widgets are used to provide you specific services from other companies (e.g., displaying the news, opinions, music, etc.). Personal data such as your email address is collected through widgets. Widgets set cookies to enable them to function properly. Widgets displayed on our Service are not hosted by Office Timeline and are therefore subject to the privacy policies of the third-party company providing the widget rather than this notice.

Security

The security and integrity of your personal information is very important to us. We follow industry-accepted standards to protect the personal information submitted to us, both during transmission and once it is received. We ensure the appropriate electronic, physical and managerial procedures are in place with a view to safeguarding and preserving all the data handled. Our infrastructure is located in top-tier data centers. Each of these locations adheres to strict physical and procedural controls which are frequently audited. Our applications are routinely scanned for vulnerabilities and an independent penetration test is conducted annually. Our employees undergo background checks (when allowed) and sign non-disclosure agreements at the time of hire. We have strict security controls in place and audit them annually to maintain SOC 2 Type II compliance.

Changes

The information provided in this policy may be modified to address new issues or changes. If we make significant changes, we may notify you by other means (for instance, by email or with a banner on the website) prior to the change becoming effective. Any changes we make will take effect 30 days after the update date noted above. If you object to the changes, you may choose to close out your account with us before the new effective date to delete your account and related information from our records. If you have any questions about our license agreement, privacy policy, or terms of service, please don't hesitate to contact us at feedback@officetimeline.com.