

Sourceress, Inc. (Sourceress) Privacy Policy

This Privacy Policy governs access to and use of the Sourceress, Inc. ("Sourceress," "Company," "we," "our," or "us") services, including the Sourceress web browser interface, mobile applications and extension (together, the "Service") which is provided by Sourceress. It explains how we collect, use, disclose, and protect information in connection with the Service, and your choices about the collection and use of Customer ("you" or "your") information.

Sourceress's Service enables recruiters and others looking to fill open jobs to automate sourcing and engaging potential job candidates. If you do not want your information to be included as part of our Service, you may opt out by contacting us at support@sourceress.com. However, we may retain your information even after you have opted out, so we can keep a record of and process your opt-out and/or if retention is necessary to comply with legal obligations, regulatory requirements, or to prevent fraud or abuse.

By using the Service, you agree to this Privacy Policy. **IF YOU DO NOT AGREE TO THIS PRIVACY POLICY, PLEASE DO NOT USE THE SERVICE.**

This Privacy Policy applies only to information collection on or through the Service. It does not apply to information we collect by other means (including offline) or from other sources other than through the Service.

Capitalized terms that are not defined in this Privacy Policy have the meaning given them in our Terms of Service.

1. How We Collect And Use Information

We collect and use the following types of information:

Information you provide us directly: We collect a variety of information that you provide directly to us, including:

- **Account Information.** When you first sign in to your Sourceress account, you will need to provide us with a username, password, your first and last name, and your email address.
- **Your User Content.** We may also collect User Content, including content that you post, upload, or otherwise share or integrate with the Service. You may choose to integrate your Service account with certain third-party services, by opting to upload certain of your information ("User Content") (such as your Gmail contacts,) into the Service. No such integrations happen by default; they must be initiated by you. If you choose to connect the Sourceress Service with a third-party service, you give us permission to store your log-in credentials for that service and to access and use your information from that service as permitted by that service. This includes accessing the email headers for all messages in your account, as well as email headers and message bodies for any email

messages Sourceress composes for you and any subsequent correspondence in response to such email messages. You may choose to have information uploaded or shared by you removed at any time by contacting us at support@Sourceress.co.

Information we may receive from third parties: We may collect and receive information about you from third parties such as your name, employer and position, and contact information. For example, we may collect information about you from publicly available websites and other Sourceress users who upload information into the Sourceress Service. We use this information to operate and improve the Service.

Information we automatically collect. When you use our Service, we may automatically collect certain information, including:

- Analytics information. We may directly collect analytics data, or use third-party analytics tools (such as those of Google Analytics), to help us measure traffic and usage trends for the Service. These tools collect information sent by your browser or mobile device, including the pages you visit and other information that assists us in improving the Service. We collect and use this analytics information in aggregate form such that it cannot reasonably be manipulated to identify any particular individual user. To prevent Google Analytics from using your information for analytics, you may install the Google Analytics Opt-out Browser Add-on by clicking here: <https://tools.google.com/dlpage/gaoptout>.
- Cookies information. When you visit the Service, we may send one or more cookies — a small text file containing a string of alphanumeric characters — to your computer that uniquely identifies your browser and lets Sourceress help you log in faster and enhance your navigation through the site. A cookie may also convey information to us about how you use the Service (e.g., the pages you view, the links you click and other actions you take on the Service), and allow us or our business partners to track your usage of the Service over time. A persistent cookie remains on your hard drive after you close your browser. Persistent cookies may be used by your browser on subsequent visits to the site. You can choose to remove a persistent cookie any time by following your web browser's directions about how to erase or delete cookies. A session cookie is temporary and disappears after you close your browser. You can reset your web browser to refuse all cookies or to indicate when a cookie is being sent. However, key features of the Service may not function properly if the ability to accept cookies is disabled or if you erase our cookies.
- Do Not Track Signals and Similar Mechanisms. We do not respond to browser-initiated Do Not Track signals, as the Internet industry is still working on Do Not Track standards, implementations, and solutions.
- Log file information. Log file information is automatically reported by your browser or mobile device each time you access the Service. When you use our Service, our servers automatically record certain log file information. These server logs may include your web request, Internet Protocol ("IP") address, browser type, referring / exit pages and URLs,

number of clicks and how you interact with links on the Service, domain names, landing pages, pages viewed, and other such information.

2. How We Use Your Information

We use your information for various purposes, including, but not limited to:

- Respond to your requests for information;
- Provide you with more effective and efficient customer service;
- Contact you regarding our products, services, and other information that we think may be of interest to you;
- Customize the content on the Services;
- Improve the Services and other products and services we may offer;
- Engage in analysis, marketing research, and reports regarding use of our Services;
- Operate, maintain, and provide to you and others the features and functionality of the Service;
- Provide security and monitoring, and address technical issues and bugs; and
- Enforce legal agreements, including our Terms of Service and this Privacy Policy

We may also combine information we collect from the Services with information we receive from third parties, and we may use such combined information in accordance with this Policy.

We may aggregate and/or de-identify information collected through the Services so that such information can no longer be linked to you or your device ("Aggregate/De-Identified Information"). We may use Aggregate/De-Identified Information for any purpose, including without limitation for research and marketing purposes, and may also share such data with any third parties, including advertisers, promotional partners, sponsors, event promoters, and/or others.

3. Commercial And Marketing Communications

We may use the information we collect or receive to communicate directly and indirectly with you. We may send you emails containing newsletters, promotions and special offers related to the Service. If you do not want to receive such email messages, you will be given the option to opt out or change your preferences. We also use your information to send you Service-related emails (e.g., account verification, purchase and billing confirmations and reminders, changes/updates to features of the Service, technical and security notices). You may not opt out of Service-related e-mails. Other users of our Service may access information about you that has been uploaded by you or others and use that information to contact you. You may opt out of being contacted by other Service users as described below..

4. How We Share Your Information

We may share your information in the following ways:

- Business Partners. We may share your information with third party partners in connection with our business arrangements with them. This might be to jointly offer a product or service to you, or to create interoperability between our products and services and those partners' products and services.
- Affiliates and Subsidiaries. We may share your information with any of our affiliates and subsidiaries.
- Third Party Providers. We may also share your data with any third- party providers you use in conjunction with Sourceress.
- Other Sourceress Users. We may share information about you, as well as information that you upload to Sourceress, with other Sourceress users for the purpose of operating and improving the Service.
- Service Providers. We may share your information with contractors and third party service providers that help us operate our business.
- Protection of Sourceress and Others. Sourceress will disclose your information where it believes it is required to do so by law or subpoena or if we reasonably believe that such action is necessary to (a) comply with the law and the reasonable requests of law enforcement; (b) to enforce our Terms of Service or to protect the security or integrity of our Service; and/or (c) to exercise or protect the rights, property, or personal safety of Sourceress, our Users or others.
- Business Transfers. We may buy or sell/divest/transfer the company (including any shares in the company), or any combination of its products, services, assets and/or businesses. Your information such as customer names and email addresses, User Content and other user information related to the Service may be among the items sold or otherwise transferred in these types of transactions. We may also sell, assign or otherwise transfer such information in the course of corporate divestitures, mergers, acquisitions, bankruptcies, dissolutions, reorganizations, liquidations, similar transactions or proceedings involving all or a portion of the company.
- Aggregate/De-Identified Information. We may share Aggregate/De-Identified Information about use of the Services, such as by publishing a report on usage trends. This Policy places no limitations on our use or sharing of Aggregate/De-Identified Information.
- Consent. We may also disclose your information to third parties with your consent to do so.

5. How We Store And Protect Your Information

Storage and Processing Location: Information collected through the Service will be stored and processed in the United States. By using the Service, you acknowledge and agree that your information may be transferred to, used, processed, or held by Sourceress in the United States and in other countries, including countries outside of your country of residence and used for the purposes set out in this Privacy Policy.

Keeping your information safe: Sourceress cares about the security of your information, and uses a variety of physical, administrative, and technical safeguards to preserve the integrity and security of information collected through the Service. To protect your privacy and security, we take steps to verify your identity before granting you access to your account. You are responsible for maintaining the secrecy of your account information, and for controlling access to your email communications from Sourceress, at all times. However, Sourceress cannot ensure or warrant the security of any information you transmit to Sourceress or guarantee that information on the Service may not be accessed, disclosed, altered, or destroyed.

Third Party Sites and Services. Your privacy settings may also be affected by changes to the functionality of third party sites and services that you add to the Sourceress Service, such as social networks. Sourceress is not responsible for the functionality or security measures of any third party.

6. Your Choices About Your Information

Deleting Uploaded Data: If at any time you wish to remove information you have uploaded to the Service or stored in your account, you may have the option to do so depending on applicable law, and you may request to do so by contacting us at support@sourceress.com. However, we may retain your information even after you have opted out if retention is necessary to comply with legal obligations, regulatory requirements, or to prevent fraud or abuse.

Communications from us: You can stop receiving promotional email communications from us by clicking on the "unsubscribe link" provided in such communications. You may not opt out of Service-related communications (e.g., account verification, purchase and billing confirmations and reminders, changes/updates to features of the Service, technical and security notices).

If you have any questions about reviewing or modifying your account information, you can contact us directly at support@sourceress.com.

7. Your California Privacy Rights

California law permits users who are California residents to request and obtain from us once a year, free of charge, a list of the third parties to whom we have disclosed their 'personal information' (if any, and as defined under applicable California law) for their direct marketing purposes in the prior calendar year, as well as the type of personal information disclosed to those parties. If you are a California resident and would like to request this information, please submit your request in an email to support@sourceress.com.

8. Children's Privacy

The Service and its content are not intended for children under the age of 13. In the event that we learn that we have collected personal information (as defined by the Children's Online Privacy Protection Act) from a child under age 13 without verification of parental consent, we will

delete that information as quickly as possible. If you believe that we might have any information from or about a child under 13, please contact us at support@sourceress.com.

9. Links To Other Web Sites And Services

The Service contains links to third-party websites and services. We are not responsible for the practices employed by these websites or services, including the information or content contained therein. If you choose to use these sites or features, you may disclose your information not just to those third parties, but also to their users and the public more generally depending on how their services function. Because these third-party websites and services are not operated by Sourceress, Sourceress Winter is not responsible for the content or practices of those websites or services. Please remember that when you use a link to go from the Service to another website, our Privacy Policy does not apply to those websites or services. Your browsing and interaction on any third-party website or service, including those that have a link or advertisement on our website, are subject to that third party's own rules and policies.

10. How To Contact Us

Please contact us at support@sourceress.com if you have any questions about the information Sourceress may have collected about you, and to review, revise, or delete such information.

11. Changes To Our Privacy Policy

Sourceress may modify or update this Privacy Policy from time to time to reflect the changes in our business and practices, and so you should review this page periodically. When we make a material change to this policy we will notify you as required by law and update the 'last modified' date at the bottom of this page.

This privacy policy was last modified September 1, 2018.