

# Ganaz Privacy Policy

Ganaz, Inc. (“Ganaz,” “we,” “our,” and/or “us”) values the privacy of individuals who use our websites, mobile apps, and other online products and services (collectively, our “Services”). This privacy policy (the “Privacy Policy”) explains how we collect, use, and share information from users of our Services (“Users”). By using our Services, you agree to the collection, use, disclosure, and procedures this Privacy Policy describes. Beyond the Privacy Policy, your use of our Services is also subject to our [Terms and Conditions](#).

## **Information We Collect**

We may collect a variety of information from or about you or your devices from various sources, as described below.

### **A. Information a Worker or Employer Provides to Us.**

**Registration and Profile Information.** We require basic information about workers in order to set up worker accounts, such as phone number and an employee ID. A worker or an employer may provide additional information such as name, role, address, employment status or worker social security number.

**Communications.** If you contact us directly, we may receive additional information about you. For example, when you contact our Customer Support Team, we will receive your name and email address. If you subscribe to our AG Labor Updates, then we will collect certain information from you, such as your name and email address.

**Transaction and Billing Information.** When you buy something from us, such as a subscription to our Services, we will collect additional personal and

payment information that is required to process the transaction and your payment, such as your name, credit card information, and contact information.

**Market Research Program.** When you choose to participate in a market research program or survey, we may collect additional information from you such as your opinions about features or information about your business.

## **B. Information We Collect When You Use Our Services**

**Device and Log Information.** We receive information about the device and software you use to access our Services, including internet protocol (IP address), web browser type, operating system version, phone carrier and manufacturer, application installations, device identifiers, language preference, referring site, and date and time of access.

**Usage Information.** To help us understand how you use our Services and to help us improve them, we automatically receive information about your interactions with our Services, like the pages or content you view, the searches you conduct, or other interactions with our administration interface and other parts of our Services.

**Location Information.** When you use our Services, we may infer your general location from your IP address. We use location information to calculate how many people visit our Services from certain geographic regions. We may also collect the precise location of your device when, for example, you post a photograph with location information, if you allow us to do so through your mobile device operating system.

**Third Party App Integrations.** If you connect a third party application to our Services, such as a payroll or timekeeping application, we may collect information to allow you to import and export data, such as name, social security number, worker ID, and worker address.

**Your Stored Data.** We may access information stored on your device via our app. We access this stored information through your device operating system's permissions. For example, if you give us permission to access the

photographs on your mobile device's camera roll, our Services may access the photos stored on your device when you upload a photograph to include in a communication.

**Information from Cookies and Similar Technologies.** We and third party partners collect information using cookies, pixel tags, or similar technologies. Our third party partners, such as analytics and advertising partners, may use these technologies to collect information about your online activities over time and across different services. Cookies are small text files containing a string of alphanumeric characters. We may use both session cookies and persistent cookies. A session cookie disappears after you close your browser. A persistent cookie remains after you close your browser and may be used by your browser on subsequent visits to our Services.

Please review your web browser's "Help" file to learn the proper way to modify your cookie settings. Please note that if you delete or choose not to accept cookies from the Service, you may not be able to utilize the features of the Service to their fullest potential.

## **How We Use the Information We Collect**

We use the information we collect:

- To provide, maintain, improve, and enhance our Services;
- To understand and analyze how you use our Services and develop new products, services, features, and functionality;
- To communicate with you, provide you with updates and other information relating to our Services, provide information that you request, respond to comments and questions, and otherwise provide customer support;
- To facilitate the connection of third party services or applications, such as a payroll or timekeeping service
- To facilitate transactions and payments;

- For marketing and advertising purposes, such as developing and providing promotional and advertising materials that may be relevant, valuable or otherwise of interest to you;
- To generate anonymized, aggregate data containing only de-identified, non-personal information that we may use to publish reports;
- To find and prevent fraud, and respond to trust and safety issues that may arise;
- For compliance purposes, including enforcing our Terms of Service or other legal rights, or as may be required by applicable laws and regulations or requested by any judicial process or governmental agency; and
- For other purposes for which we provide specific notice at the time the information is collected.

## **How We Share the Information We Collect**

We do not share or otherwise disclose information we collect from or about you except as described below or otherwise disclosed to you at the time of the collection.

**Subsidiaries, Employees, and Independent Contractors.** We may disclose information about you to our subsidiaries, employees, and individuals who are our independent contractors that need to know the information in order to help us provide our Services. We require our subsidiaries, employees, and independent contractors to follow this Privacy Policy for personal information that we share with them.

**Vendors and Service Providers.** We may share any information we receive with vendors and service providers retained in connection with the provision of our Services.

**Third Party App Integrations.** If you connect a third party application to our Services, such as a payroll or timekeeping application, we may share information with that third party to allow you to import and export data, such as name, social security number, worker ID, and worker address.

**Analytics Partners.** We use analytics services such as Google Analytics, and Mixpanel to collect and process certain analytics data. These services may also collect information about your use of other websites, apps, and online resources. You can learn about Google's practices by going to <https://www.google.com/policies/privacy/partners/>, and opt-out of them by downloading the Google Analytics opt-out browser add-on, available at <https://tools.google.com/dlpage/gaoptout>. You can learn about Mixpanel's practices by going to <https://mixpanel.com/>, and opt-out by visiting <https://help.mixpanel.com/hc/en-us/articles/360000679006-Managing-Personal-Information#optout-users>.

**As Required By Law and Similar Disclosures.** We may access, preserve, and disclose your information if we believe doing so is required or appropriate to: (a) comply with law enforcement requests and legal process, such as a court order or subpoena; (b) respond to your requests; or (c) protect your, our, or others' rights, property, or safety. For the avoidance of doubt, the disclosure of your information may occur if you post any objectionable content on or through the Services.

**Merger, Sale, or Other Asset Transfers.** We may transfer your information to service providers, advisors, potential transactional partners, or other third parties in connection with the consideration, negotiation, or completion of a corporate transaction in which we are acquired by or merged with another company or we sell, liquidate, or transfer all or a portion of our assets. The use of your information following any of these events will be governed by the provisions of this Privacy Policy in effect at the time the applicable information was collected.

**Aggregated or De-Identified Information.** We may share information that has been aggregated or reasonably de-identified, such that the information could not reasonably identify you.

**Consent.** We may also disclose your information with your permission.

## **How Long We Keep Information**

We will retain your information for as long as necessary to provide you with our Services, and as needed to comply with our legal obligations.

## **Your Choices**

**Location Information.** You can prevent your device from sharing precise location information at any time through your device's operating system settings.

**Photos.** You may enable or disable the sharing of your photos on your device's camera roll through your device's operating system settings.

**Marketing Communications.** You can unsubscribe from our promotional emails via the link provided in the emails. Even if you opt-out of receiving promotional messages from us, you will continue to receive administrative messages from us.

**Do Not Track.** There is no accepted standard on how to respond to Do Not Track signals, and we do not respond to such signals.

**If you choose not to provide us with information we collect, some features of our Services may not work as intended.**

## **Security**

We make reasonable efforts to protect your information by using physical and electronic safeguards designed to improve the security of the information we maintain. Ganaz protects your and your employees sensitive personal information at rest and during transit using encryption. However, as our Services are hosted electronically, we can make no guarantees as to the security or privacy of your information.

## **Children's Privacy**

We do not knowingly collect, maintain, or use personal information from children under 13 years of age, and no part of our Services are directed to

children. If you learn that a child has provided us with personal information in violation of this Privacy Policy, then you may alert us at [privacy@ganaz.com](mailto:privacy@ganaz.com).

### **Your California Privacy Rights**

If you reside in California and have provided your personal information to us, you may request information once per calendar year about our disclosures of certain categories of personal information to third parties for their direct marketing purposes. Such requests must be submitted to us in writing at the following [privacy@ganaz.com](mailto:privacy@ganaz.com).

### **Update Your Information or Pose a Question**

You can update your account and profile information or close your account by contacting us, or using our Services. If you have questions about your privacy on the Services or this privacy policy, please contact us at [privacy@ganaz.com](mailto:privacy@ganaz.com).

### **Changes to this Privacy Policy**

We will post any adjustments to the Privacy Policy on this page, and the revised version will be effective when it is posted. If we materially change the ways in which we use or share personal information previously collected from you through the Services, we will notify you through the Service, by email, or other communication.

### **Contact Information**

If you have any questions, comments, or concerns about our processing activities, please email us at [privacy@ganaz.com](mailto:privacy@ganaz.com) or write to us at 113 Cherry St PMB 63600 Seattle, Washington 98104-2205 US

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