



## **AGILEONE PRIVACY POLICY**

The Act-1 Group, Inc., d/b/a AgileOne (“AgileOne”) is committed to protect the privacy of individuals who visit the AgileOne websites (“Visitors”), companies that subscribe to and/or license or utilize the AgileOne Services (“Customers”), and individuals who access or use the AgileOne Services on a Customer’s account (“Users”). For purposes of this Privacy and Security Policy (“Privacy Policy”), the terms “we”, “us”, or “our” refer to AgileOne and each of its affiliates; the terms “you” and “your” refer to Visitors, Customers, and Users, individually and collectively; and the term “your company” refers to the applicable Customer with respect to a specific User. This Privacy Policy is incorporated into and subject to the terms of any master subscription and license agreement, access agreement, terms of use, end user license agreement or any other agreement entered into between AgileOne and the Customer (collectively “Use Agreements”).

BY VISITING ANY OF OUR WEBSITES AND/OR BY ACCESSING OR USING OUR SERVICES IN ANY MANNER, YOU ARE ACCEPTING THE PRACTICES DESCRIBED IN THIS PRIVACY POLICY AND EXPRESSLY CONSENT TO OUR COLLECTION, USE, AND DISCLOSURE OF ALL INFORMATION TRANSMITTED OR OTHERWISE RECEIVED BY US FOR THE PURPOSES AND IN THE MANNER DESCRIBED IN THIS PRIVACY POLICY AND THE APPLICABLE USE AGREEMENTS BETWEEN AGILEONE AND YOUR COMPANY WHICH IS APPLICABLE TO YOUR USE OF THE SERVICES.

## **OVERVIEW**

AgileOne is a leading provider of software related to talent acquisition software, supplier management and recruitment process outsourcing. AgileOne is committed to ensuring the security of your information. To prevent unauthorized access or disclosure, maintain data privacy, and ensure the appropriate use of information, we have put in place regimented physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

AgileOne’s software suite is offered as a SaaS model using an ASP framework, a behind-the-firewall software and a highly secure application. This Privacy Policy applies to any access to or use of the AgileOne website located at <https://www.Agile-One.com>, related AgileOne and AgileOne affiliate websites and domains, AgileOne’s web and mobile applications, and any of the products or services owned, operated, or controlled by AgileOne, including without limitation, the AgileOne Software Suite (collectively, the “Services”). For purposes of this Privacy Policy, the “AgileOne Software Suite” consists of (1) *AccelerationVMS™*, (2) *AccelerationSOW™*, (3) *AccelerationICC™*, (4) *AccelerationATS™*, (5) *TalentETL* (6) *DriveSRM™*, (7) any other AgileOne technology whether now in existence or hereinafter devised. The AgileOne Software Suite captures a variety of information which may include personal information for workers, internal



applicants, external applicants, and contractors, depending on the scope of services requested by Customers.

## **SECURITY**

To maintain your privacy and security, access to certain program areas will require registration. During the registration process, we collect personal and institutional contact information such as your name, address, institution name, institution address, and email address. Your contact information may be used to get in touch with you when necessary with respect to transactions conducted through the site, material changes in our site's policies, or otherwise. We do not share your contact information with any third party without your consent, with the exception of a court or governmental agency if required by law. AgileOne restricts access to personal information to AgileOne (or related companies) employees, contractors and agents who need to know that information in order to operate, develop or improve our services. These individuals are bound by confidentiality obligations and may be subject to discipline, including termination and criminal prosecution, if they fail to meet these obligations.

## **USE OF COOKIES**

AgileOne websites use a feature of your internet browser called a cookie. Cookies are files placed within your browser on your computer's hard drive by a website server. AgileOne may use cookies to facilitate your internet sessions, maintain security and to improve our websites. For example, AgileOne uses cookies to verify your identity and monitor your use of AgileOne websites to improve our services. If you choose not to enable cookies on your browser, you may not be able to use all of the services offered on AgileOne's websites.

## **SECURE NETWORK**

In support of optimal user privacy and security, AgileOne has partnered with one of the most reputable and resourceful hosting companies in the country. Customer data resides on secured network servers and remains independent, with top-level designation. AgileOne controls system access and password administration, defining roles and permissions. Data maintained by AgileOne is protected by computer security mechanisms including firewalls, encryption, monitoring software, data segmentation and passwords.

We take your privacy and data security very seriously and strive to maintain the security of all personal information. AgileOne maintains appropriate physical, technical, and administrative safeguards to protect against loss, misuse, and unauthorized access, use, disclosure, modification, or destruction of Personal Information and hosted data in our custody and control. However, no website or transmission of information over the internet or common carrier lines is guaranteed to be completely secure, and we cannot guarantee that unauthorized access, hacking, data losses, or other breaches will never occur.



AgileOne servers are managed and located at third party Infrastructure-as-a-Service (IAAS) providers, and we have taken commercially reasonable steps to choose a qualified IAAS provider or providers who operate according to industry standard terms of service and data security protocols. AgileOne uses commercially reasonable efforts to store and encrypt personal information in a secure location, encrypt passwords, and utilize a minimum of Transport Layer Security (TLS) protocol to protect transactions to and from the Services.

You will access and use the Services via a registered user account, which is also protected by a password for your privacy and security. You are responsible and liable for safeguarding your account and password that you use to access the Services, and for all activities or actions that occur under your account. You should take measures to prevent unauthorized access to your account and your information by selecting and protecting your password appropriately and limiting access to your computer (or other device) and browser by signing off after you have finished accessing your account.

### **THIRD PARTY INTEGRATIONS**

When you or AgileOne integrates the Services with third party applications (*“Third Party Integrations”*), we may receive, collect, and store information regarding your credentials for and use of the applicable third party application, such as your user name, your unique identifier, your information made available with permissions by such Third Party Integration and related metadata.

### **THIRD PARTY AUTHENTICATORS**

If you log in to the Services using a third party sign in provider to authenticate your account for the Services (*“Third Party Authenticators”*), we may receive, collect, and store information regarding your credentials for the applicable Third Party Authenticator, such as your log-in, your user name, your email, your unique identifier, profile picture, and other information transmitted from or made available with permissions by such Third Party Authenticator. If you choose to authenticate your account through a Third Party Authenticator, you understand that the security and privacy of your account is subject to the policies of such Third Party Authenticator and we have no liability for the applicable Third Party Authenticator’s security and privacy practices.

### **USE OF INFORMATION**

AgileOne uses the data it collects to provide superior service to its clients and job seekers. Data collected may be used to maintain any contractual or business relationship, for employment-related services where applicable, to communicate about the products and services AgileOne offers, to contact and correspond with system users for the management and defense of legal claims and actions, compliance with court orders and other legal obligations and regulatory requirements, and as otherwise permitted by law. Certain information for each category above may be shared with other third party companies for tax or other business related purposes. In such cases the third party company will be required to adhere to similar privacy practices as those AgileOne adheres to for the protection of system user information.



AgileOne may disclose system user information for these purposes to other AgileOne entities, affiliates, suppliers, subcontractors who perform services on our behalf, to clients in support of job placement, an acquiring organization if AgileOne is involved in the sale or transfer of some or all of its business, and where AgileOne is otherwise required to do so, such as by court order.

AgileOne may share with third parties certain pieces of aggregated, non-personal information, such as the number of user categories or types of skill sets, or geographical location. Further AgileOne may use non-personal information to create aggregate tracking information reports regarding website user demographics and the use of this website, and then provide those reports to others. Such information does not identify you individually.

### **RETENTION**

AgileOne will retain your information, including personal information, for as long as your account is active, or to the extent necessary to provide AgileOne Customers with the Services, to comply with and enforce our agreements, or as otherwise required or permitted by law.

### **CHOICE**

AgileOne offers individuals the opportunity to “opt out” whether their personal information is (a) to be disclosed to a third party or (b) to be used for a purpose that is incompatible with the purpose(s) for which it was originally collected or subsequently authorized by the individual. To opt-out please contact: [optout@agile1.com](mailto:optout@agile1.com) at any time. However an opt-out choice may not be effectuated instantaneously and AgileOne reserves the right to allow for a reasonable time to process such a request. Furthermore AgileOne will require sufficient information to confirm the identity of the individual requesting the "opt out."

### **GDPR**

AgileOne’s EU affiliates may act as a Data Controller or a Data Processor of Personal Data pursuant to the EU General Data Protection Regulation (Regulation (EU) 2016/679) (“GDPR”).

AgileOne’s EU operations are supported by various operational and corporate functions in the US. AgileOne US corporate support functions also Process Personal Data. AgileOne’s and its affiliates’ compliance activities include:

- (a) Ensuring and documenting compliance with the six GDPR principles of:
  - Lawfulness, fairness, and transparency.
  - Purpose limitation.
  - Data minimization.
  - Accuracy.
  - Storage limitation.
  - Integrity and confidentiality.



- (b) Complying with GDPR accountability requirements to document compliance against GDPR data controller requirements.
- (c) Maintaining a record of data processing activities including data processed;
- (d) Providing data subjects with a GDPR-compliant privacy notices and information;
- (e) honoring data subject rights, including objection, rectification, access, and rights relating to automated decision making and profiling; and
- (f) Compliance with cross-border data transfer restrictions and maintaining compliant data transfer mechanisms.
- (g) Appointment of a Data Protection Officer and an executive accountable for GDPR compliance;
- (h) Implementing Privacy by Design when Processing Personal Data and completing DPIAs where Processing presents a high risk to rights and freedoms of Data Subjects;
- (i) Integrating data protection into internal documents including this policy;
- (j) Regularly training AgileOne Personnel on the GDPR, this privacy policy and data protection matters including, for example, Data Subject's rights, Consent, legal basis, DPIA and Personal Data Breaches. The AgileOne must maintain a record of training attendance by AgileOne Personnel; and
- (k) regularly testing the privacy measures implemented and conducting periodic reviews and audits to assess compliance, including using results of testing to demonstrate compliance improvement effort.

## **ENFORCEMENT**

AgileOne will actively monitor its relevant privacy and security practices to verify adherence to this Privacy Policy. Any agents, contractors, service providers, or other third party's subject to this Privacy Policy that AgileOne determines is in violation of this Privacy Policy will be subject to disciplinary action up to and including termination of such services.

## **CHANGES**

Please note that this Privacy Policy may change from time to time. AgileOne will not reduce your rights under this Privacy Policy without your explicit consent, and AgileOne expects most such changes will be minor. When we do, we will revise the "last updated" date at the bottom of this page. If and when we make such changes, we will make commercially reasonable efforts to notify you by email, through the Services, or by posting a prominent notice on our website. We encourage you to visit this page to stay informed on our privacy practices and review our most



current Privacy Policy. Any changes, modifications, or updates to this Privacy Policy will become effective immediately upon such posting. Your continued use of the Services constitutes your agreement to be bound by such changes to this Privacy Policy. Your only remedy, if you do not accept the terms of this Privacy Policy, is to discontinue use of the Services.

#### **LIMITATIONS**

Adherence to these Privacy Principles may be limited to the extent required to meet any legal, governmental, national security or public interest obligations.

#### **QUESTIONS**

If you have any questions or comments about the privacy policy, please contact:

#### **AgileOne**

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