

PRIVACY POLICY – TIAARA LIMITED

Tiaara collects data from you through our interactions with you and through our products.

You provide some of this data directly, and we get some of it by collecting data about your interactions, use, and experiences with our products. The data we collect depends on the context of your interactions with Tiaara and the choices you make, including your privacy settings and the products and features you use. We also obtain data about you from third parties.

You have choices when it comes to the technology you use and the data you share. When we ask you to provide personal data, you can decline. Some of our products require some personal data to provide you with a service. If you choose not to provide data required to provide you with a product or feature, you cannot use that product or feature. Likewise, where we need to collect personal data by law or to enter into or carry out a contract with you, and you do not provide the data, we will not be able to enter into the contract; or if this relates to an existing product you're using, we may have to suspend or cancel it. We will notify you if this is the case at the time. Where providing the data is optional, and you choose not to share personal data, features like personalisation that use such data will not work for you.

How we use personal data Tiaara uses the data we collect to provide you with rich, interactive experiences. In particular, we use data to:

- Provide our products, which includes updating, securing, and troubleshooting, as well as providing support. It also includes sharing data, when it is required to provide the service or carry out the transactions you request.
- Improve and develop our products.
- Personalise our products and make recommendations.
- Advertise and market to you, which includes sending promotional communications, targeting advertising, and presenting you with relevant interests.

We also use the data to operate our business, which includes analysing our performance, meeting our legal obligations, developing our workforce, and doing research.

Our processing of personal data for these purposes includes both automated and manual (human intervention) methods of processing. Our automated methods are often related to and supported by our manual methods.

Reasons we share personal data We share your personal data with your consent or to complete any transaction or provide any product you have requested or authorised. We also share data with Tiaara-controlled affiliates and subsidiaries; with vendors working on our behalf; when required by law or to respond to legal processes; to protect our customers; to

protect lives; to maintain the security of our products; and to protect the rights and property of Tiaara and its customers.

How to access and control your personal data You can also make choices about the collection and use of your data by Tiaara. You can control your personal data that Tiaara has obtained, and exercise your data protection rights, by contacting Tiaara or using various tools we provide. In some cases, your ability to access or control your personal data will be limited, as required or permitted by applicable law. How you can access or control your personal data will also depend on which products you use. For example, you can:

- Choose whether you wish to receive promotional emails, SMS messages, telephone calls, and postal mail from Tiaara.

Not all personal data processed by Tiaara can be accessed or controlled via the tools above. If you want to access or control personal data processed by Tiaara that is not available via the tools above or directly through the Tiaara products you use, you can always contact Tiaara at the address in the Get started section.

We provide aggregate metrics about user requests to exercise their data protection rights via the Tiaara Privacy Report.

In case the company ceases to exist, your personal data will be deleted and purged from our storage (premise or cloud) to protect your identity.

Products provided by your organisation notice to end users If you use a Tiaara product provided by an organisation you are affiliated with, such as an employer, and you use your work account to access that Tiaara product, that organisation can:

- Control and administer your Tiaara product and product account, including controlling privacy-related settings of the product or product account.
- Access and process your data, including the interaction data, diagnostic data, and the contents of your communications and files associated with your Tiaara product and product accounts.

If you lose access to your work account (in the event of a change of employment, for example), you may lose access to products and the content associated with those products, including those you acquired on your own behalf if you used your work account to sign in to such products.

Many Tiaara products are intended for use by organisations, such as businesses. Please see the Enterprise and developer products section of this privacy statement. If your organisation provides you with access to Tiaara products, your use of the Tiaara products is subject to your organisation's policies, if any. You should direct your privacy inquiries, including any requests to exercise your data protection rights, to your organisation's administrator.

When you use social features in Tiaara products, other users in your network may see some of your activity. To learn more about the social features and other functionality, please

review the documentation or help content specific to the Tiaara product. Tiaara is not responsible for the privacy or security practices of our customers, which may differ from those set forth in this privacy statement.

When you use a Tiaara product provided by your organisation, Tiaara's processing of your personal data in connection with that product is governed by a contract between Tiaara and your organisation. Tiaara processes your personal data to provide the product to your organisation and you, and for Tiaara's legitimate business operations related to providing the product as described in the Enterprise and developer products section.

As mentioned above, if you have questions about Tiaara's processing of your personal data in connection with providing products to your organisation, please contact your organisation. If you have questions about Tiaara's legitimate business operations in connection with providing products to your organisation, please contact Tiaara as described in the Contact us section.

Tiaara account With a Tiaara account, you can sign in to Tiaara products, as well as those of select Tiaara partners. Personal data associated with your Tiaara account includes credentials, name and contact data, payment data, device and usage data, your contacts, information about your activities, and your interests and favourites. Signing in to your Tiaara account enables personalisation and consistent experiences across products and devices, permits you to use cloud data storage, allows you to make payments using payment instruments stored in your Tiaara account, and enables other features.

If you sign into a service offered by a third party with your Tiaara account, you will share with that third party the account data required by that service.