

Staff Ninja LLC - PRIVACY POLICY

Last updated: 09 Feb 2021

This Privacy Policy describes Staff Ninja LLC.'s ("Staff Ninja", "Company", "we", "our") policies and procedures on the collection, use and disclosure of your information when you use Staff Ninja websites, services, and applications (collectively the "Site"). The Site includes, but is not limited to Staff Ninja.com.

We respect the privacy of all visitors to our Site and will not use or share your information with anyone or any entity except as described in this Privacy Policy. Please read this policy before using the Site. You acknowledge that by accessing or using the Site, you agree to this Privacy Policy. If you do not agree with this Privacy Policy please do not use or access the Site, or interact with any other aspect of our business.

Staff Ninja LLC. is its own data controller and does not sell or disclose your personally identifiable information to third parties. However, this policy may change and information may be disclosed in the event of bankruptcy, merger, or acquisition. Staff Ninja LLC. uses reasonable data security measures to protect all user data, content and materials on the Site.

Please know that Staff Ninja LLC takes your privacy seriously. If you have questions or concerns about our Privacy Policy or practices, please contact us at support@staffninja.com.

Information We Collect

Staff Ninja LLC uses the information we collect to:

- Provide services for which our customers pay
- Improve the Site, services and usability
- Communicate with our users
- Share success stories and experiences

Personally Identifiable Information: We may collect personally identifiable information that you voluntarily provide to us when you purchase products or services through the Site, create an account, and/or contact us for customer service purposes. The types of information that may be collected include name, address, email address, telephone number, age, country of

origin, salary info/goals, user sign-up date, user product/service purchase details, payment history, and billing information.

You provide certain personally identifiable information to us when you register your email address with us for mailing lists or other Site services and/or when you send email messages, submit forms, or transmit other information. If you correspond with us via email, we may retain the content of your email messages, your email address, and our responses. If you pose questions about our services, we may incorporate those questions onto an FAQ page to improve the Site experience, but we will not divulge personal identifying information such as your name or email in that case.

Other Voluntarily Provided Personal Information: Certain customers/alumni may be asked to voluntarily share their success stories and/or experiences for posts on our Site and advertising purposes. If the customer/alumni is willing and explicitly agrees to voluntarily share their stories and information then the customer/alumni rightfully grants Staff Ninja LLC. permission to edit, alter, copy, exhibit, publish, or distribute any images, videos, voice, and personal information as advertising material. Students understand that this includes, but is not limited to photos, LinkedIn profiles, mentor session video or audio recordings, video or audio based testimonials, case studies, and other forms of broadcast material deemed useful by Staff Ninja LLC. Furthermore, customers/students who voluntarily participate in these activities release Staff Ninja LLC. for all claims and liability relating to the use of advertising material. Customers/students will not receive financial compensation for volunteering or being involved in Staff Ninja LLC.'s advertising efforts.

Additional voluntarily provided information may include testimonials, product reviews, and other information provided when customers/alumni participate in review boards, discussion boards, chat sessions, mentor sessions and coaching calls and/or other interactive areas of the Site and its services.

Mandatory Information: In order to become a customer you are required to provide the following information when purchasing Staff Ninja LLC.'s services: name, email, and billing info. Without this information we will be unable to set up your account or subscribe you to the Site services.

User Rights: Our Privacy Policy is in compliance with GDPR (General Data Protection Regulation) and our users have the following rights regarding their data:

- To have personal data deleted or removed
- To restrict/block/suppress processing of personal data

- To retain and reuse personal data for own purpose
- To object personal data being used for the purpose of direct marketing or advertising
- To have their personal data be rectified if it is inaccurate or incomplete
- To be informed about how personal data is being used
- To have knowledge about what user data is being stored and how it is being processed
- To be protected against the risk of potentially damaging decisions made without human intervention (e.g. automated processing by a third party that affects you as user of the Site)

For any questions about your rights as a user or for clarification or requests pertaining to the user rights defined above please send an email to admin@staffninja.com detailing your request.

Information we collect automatically

Cookies: When you use the Site, we may send one or more “cookies” – a small data file – to your computer to uniquely identify your browser and let Staff Ninja help you log in faster and enhance your navigation through the Site. A cookie may convey anonymous information about how you browse the Site to us. A persistent cookie remains on your hard drive after you close your browser so that it can be used by your browser on subsequent visits to the Site. Persistent cookies can be removed by following your web browser’s directions. 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, some features of the Site may not function properly if the ability to accept cookies is disabled.

Log Files: When you use the Site, our servers automatically record certain information sent by your web browser. These server logs may include information such as 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 Site, domain names, landing pages, pages viewed, mobile carrier, and other such information.

Local storage: We store data locally on your device to enhance the user experience on our site. Browser local storage allows us to save what page you are on, and what lesson progress

you have made, so that when you return at a later time or refresh the browser, the page will remain the same.

Third Party Tools: Staff Ninja uses third-party analytics tools such as Google Analytics, Mixpanel, marketing automation tools such as Infusionsoft, and customer service tools such as Intercom. Many of these tools collect the information sent by your browser as part of a web page request, including cookies, and your IP address. These tools also receive this information and their use of it is governed by their privacy policy. When you use the Site, a third party tool may also employ clear gifs (also known as web beacons) which are used to track the online usage patterns. Geo-location information may also be collected by a third party tool that we use such as Intercom. The information is used to enable more accurate reporting and make Staff Ninja better for our users. Again, the tools use of this information is governed by their privacy policy.

How we use the information we collect

We do not use any data disclosed from our users to make automated decisions such as for credit scoring, loan screening, profiling users or making employment decisions.

General Operation of the Site: We use the information you submit to operate, maintain, and provide the features and functionality of the Site or otherwise in connection with our business in relation to the Site. If you provide an email address, it may be used to send you information, company news, updates, and/or related service information. You may unsubscribe from emails at any time by using the unsubscribe link in the email you received from us, or by contacting using the contact information provided herein or on the Site.

Non-private Communication Channels: Any information you voluntarily submit to the Site's non-private communication channels (for example, if you submit a discussion question to our discussion boards) becomes available to other users of the Site and potentially the public. Even if you remove the content, copies may remain viewable in cached or archived pages if other users have copied or stored your content.

Business Mergers and Transfers: As we develop our business, we may buy or sell assets or business offerings. Customers, email, and visitor information is generally one of the transferred business assets in these types of transactions. We may also transfer or assign such information in the event of bankruptcy, merger, or acquisition.

Information Provided to Law Enforcement: We may also be required by law enforcement or judicial authorities to provide personal information to the appropriate governmental authorities. We will disclose personal information upon receipt of a court order, subpoena, or to cooperate with a law enforcement investigation. We reserve the right to report to law enforcement agencies any activities that we in good faith believe to be unlawful.

Your Use: We will display your personal information in your profile page and elsewhere on the Site according to the preferences you set in your account. Any information you choose to provide should reflect how much you want others to know about you. Please consider carefully what information you disclose in your profile page and your desired level of anonymity. You can review and revise your profile information at any time. We may also share or disclose your information with your consent, for example, if you use a third party application to access your account (see below).

Third Party Services: We may share your information with a third party application with your consent, for example when you choose to access our Site through such an application such as logging to the Site using LinkedIn.

Service Providers, Business Partners, and Others: Staff Ninja may share your personally identifiable information with other third parties for the purpose of providing the Site to you. If we do this, such third parties' use of your information will be bound by this Privacy Policy. We may also store personal information in locations outside the direct control of Staff Ninja (for instance, on servers or databases co-located with hosting providers).

Non-Personally Identifiable Information: We may disclose your non-private, aggregated, or otherwise non-personally identifiable information, such as anonymous usage data, etc., with interested third parties to help them understand the usage patterns for the Site.

How We Protect Your Information: The security of your information is important to us, and when you enter sensitive information as part of our service, we encrypt the transmission of that information using secure socket layer technology (SSL).

Staff Ninja uses commercially reasonable physical, managerial, and technical safeguards to preserve the integrity and security of your personal information, once we receive it. For example, we continuously and regularly back up your data to help prevent data loss and aid in data recovery. We also host data in secure SAS 70 audited data centers, and implement firewalls and access restrictions on our servers to secure our network and better protect your information. No method of electronic transmission or storage is 100% secure, however, and we cannot ensure or warrant the absolute security of any information you transmit or store in the Site.

In the event that personal information is compromised as a result of a breach of security, Staff Ninja will promptly notify those persons whose personal information has been compromised, in accordance with the notification procedures set forth in this Privacy Policy, or as otherwise required by applicable law.

Collection of Information by Third Parties

Our advertisers may use other third-party advertising technologies to target advertising on the Site and other websites. We have no control over information that is submitted to, or collected by, these third parties. Each third party has its own privacy policy, and customers should consult the third party privacy policy before providing any personal information. Please contact these third parties directly if you have any questions about their use of the information that they collect.

Children's Privacy

Protecting the privacy of children is very important. Our Site and services are not directed to persons under the age of 18 and Staff Ninja does not knowingly collect or solicit personal information from anyone under the age of 18 or knowingly allow such persons to register to our Site or services without parental consent. Purchases of Staff Ninja LLC's services are only

available to persons over the age of 18. Website visitors may be asked to verify their age when purchasing Staff Ninja LLC.'s services.

Miscellaneous

This Privacy Policy, and all claims or issues regarding our site, shall be governed according to the laws of the State of Texas, without giving effect to any conflicts of laws principles. Except as otherwise required by law, any legal action concerning this Privacy Policy or our site must be brought within one (1) year after the claim or cause of action arises and must be brought in the State of Texas. You hereby waive any argument that any such court does not have jurisdiction over you or such dispute or that venue in any such court is not appropriate or convenient. If any part of this Privacy Policy is deemed invalid or enforceable, the remainder of this Privacy Policy shall continue in effect. Any failure to insist upon strict enforcement of this policy shall not be construed as a waiver of any provision of right contained in this policy. Staff Ninja shall have the right to reference or feature the subscriber's name, job title, and company in its marketing materials.

Your Acceptance of This Privacy Policy

By using the Site, you signify your assent to this Privacy Policy. If you do not agree to this policy, please do not use the Site. We reserve the right to change, modify, add, or remove portions of this policy at any time. If we change our privacy policy, we will post those changes on this page. Please check this page periodically for changes. Your continued use of this site following the posting of changes will signify your acceptance of those changes.

EU-U.S. Privacy Shield and Swiss-U.S. Privacy Shield

When transferring data from the European Union, the European Economic Area, and Switzerland, Staff Ninja LLC relies upon a variety of legal mechanisms, including contracts with our users. Staff Ninja LLC complies with the EU-U.S. Privacy Shield Framework and Swiss-U.S. Privacy Shield Framework as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of personal information transferred from the European Union and Switzerland to the United States. Staff Ninja LLC. has certified to the Department of Commerce that it adheres to the Privacy Shield Principles. If there is any conflict between the terms in this privacy policy and the Privacy Shield Principles, the Privacy Shield Principles shall govern. To learn more about the Privacy Shield program, and to view our certification, please visit <https://www.privacyshield.gov/>. Staff Ninja LLC is subject to oversight by the U.S. Federal Trade Commission. JAMS is the US-based independent organization responsible for reviewing and resolving complaints about our Privacy Shield compliance — free of charge to you. We ask that you first submit any such complaints directly to us via privacyshield@staffninja.com. If you aren't satisfied with our response,

please contact JAMS at <https://www.jamsadr.com/file-an-eu-us-privacy-shield-or-safe-harbor-claim>. In the event your concern still isn't addressed by JAMS, you may be entitled to binding arbitration under Privacy Shield and its principles. Within the scope of our authorization to do so, and in accordance with our commitments under the Privacy Shield, Staff Ninja LLC will provide individuals access to personal data about them. Staff Ninja LLC also will take reasonable steps to enable individuals to correct, amend, or delete personal data that is demonstrated to be inaccurate. Staff Ninja LLC is responsible for the processing of personal data it receives, under the Privacy Shield Framework, and subsequently transfers to a third party acting as an agent on its behalf. Staff Ninja LLC complies with the Privacy Shield Principles for all onward transfers of personal data from the EU and Switzerland, including the onward transfer liability provisions.

If, at any time in the future, we do transfer information, we will implement the choice principle that establishes how our users can limit how their personal data is used.

Contact us

Please contact us if you have any questions or concerns about our Privacy Policy.

Email Address:

admin@staffninja.com

Mailing Address:

11900 Jollyville Road

#200969

Austin, TX 78759

This concludes the Privacy Policy.