

PRIVACY & TERMS

Privacy Policy – Go to the Address

Last Update: August 2023

Privacy Policy

Your privacy is very important to **THE ADDRESS** (herein referred as to go to the address) (the “team”, “we” or “us”) and we are committed to protecting your privacy. **Go to the Address** provides this Privacy Policy to help you understand how we collect, use and discloses information, including what you may provide to us or that we get from our services and products. This Privacy Policy explains how we treat your information and protect your privacy when you use our mobile applications and related services (“the Software and Services”) and the rights and options available to you about your information. We believe that you have a right to know our practice regarding the information we may collect and use when you use the Software and Services.

From a GDPR (General Data Protection Regulation) perspective, we are the controller of this data. That means, we collect the data and decide on how and why it is processed. The Software and Services may include various features and content that are offered and delivered to you by us, multiple reports such as attendance reports, visit report summary, expense reports, tax and statutory forms as per government regulations. IF YOU DO NOT AGREE TO THE TERMS AND CONDITIONS SET FORTH HEREIN, DO NOT USE THE SOFTWARE AND SERVICES.

Changes to this Policy

We may from time to time make changes to this Policy as we update or enlarge our Services. We will notify you of any material changes to this Privacy Policy by notifying you via the email we have on file for you or by means of a notice on our Services in advance of the effective date of the changes. If you do not agree to the change, you should stop your use of the Services earlier to the time the modified Policy take effect. If you continue using the Services after the modified Policy take effect, you will be bound by the modified Policy.

Information we collect

In this Policy, the term “personal information” includes any information that identifies or makes a person identifiable. When you access or use our Services, we may in gather the following personal information.

For enhanced user experiences, we may collect the following information.

I. Camera and Photos/Pictures

To use some of the features of the Software and Services, you may voluntarily allow us the permission to access to the camera or photo album to obtain photo stored in your mobile device. When you use photos/pictures, we may collect your photos but will not save them. However, when you use portraits, we will send these portraits to our server to complete face recognition and save them. Thus, if you don't want us to store these portraits, please do not use this feature of the Software and Services.

II. Support Related Information

If you interact with us via our support section or via email, we may also collect your email address, name and any information voluntarily submitted by you in connection with such support (for example, your name, company name, job profile and particular support query or request). Such information will only be used to provide you with support services and will not be connected with any other information collected from you on or through the Software and Services, including, any individual User ID (as defined below) generated or collected by us. When you use the Software and Services, we automatically generate an unidentified internal user ID (which does not personally identify you), which is assign to your use of the Software and Services (the "User ID") and may be combined with any of the above information.

III. Cookies

When you visit **Go to the Address**, we send one or more cookies - a small file containing a string of characters - to your computer / mobile device that uniquely identifies your browser. We use cookies primarily for user authentication but may also use them to improve the quality of our service by storing user preferences.

We use cookies to maintain session of your user. It is not used to personally identify you on other websites.

IV. Technical Information

Certain technical information regarding your device, including the type, name and version of operating system and other software including, without limitation:

- (i) Their interactions with the Software and Services, your configuration and settings of the software and services, version of the software and services,;

- (ii) ISP (Internet Service Provider) , Media Access Control (MAC) address, Internet protocol (IP) address, anonymous user identifiers, identifiers and device configuration;
- (iii) Advertising ID (Identifier for Advertisers used in Android, such as Google advertising ID (GAID));
- (iv) Location information:
- (v) Android ID (which are used locally, never saved on servers).

V. Payment data

We use **Razorpay** for processing payments. Your privacy and security are important to us.

Data Storage: We want to assure you that neither we nor **Razorpay** store your card data on their servers.

Encryption: Your data is encrypted using the Payment Card Industry Data Security Standard (PCI-DSS) during the payment process. This ensures that your payment details are kept secure.

Transaction Data: We only use your purchase transaction data for as long as necessary to complete the payment process. Once the transaction is complete, your purchase information is not stored.

Standards: Our payment gateway adheres to the highest security standards set by PCI-DSS. These standards are established and managed by the PCI Security Standards Council, a collaborative effort of major brands like Visa, MasterCard, American Express, and Discover.

Secure Handling: Our store and its service providers follow PCI-DSS requirements to ensure the secure handling of credit card information. Your payment details are in safe hands.

For more information, you can also review the terms and conditions of **Razorpay** at <https://razorpay.com>.

VI. Location information

We may collect location information when you use some of our services. Before you use the services we will ask you if you allow to turn on the permissions, and you may withdraw your consent at any time.

VII. Contact Information

When you sign up to create an account with some of our apps or website services, you will be required to provide a name, an email address or other contact information for the registration process.

VIII. Content

When using some of our Services, you can generate, upload or share content by providing us with access to your media and files. You voluntarily provide this information to us. When you choose to share content with us, we automatically collect information about your Wi-Fi connection, and call information. Your Interactions and Content on Our Services. We may store any information about your interactions on our Services or any content created, posted or shared by you on our Services indefinitely after the closure your account for the establishment or defense of legal claims, audit and crime prevention purposes.

IX. Third Parties

We may make third party applications, such as extensions, available through the Services. The information collected by us when you enable a third party application is processed under this Privacy Policy. Information collected by the third party application provider is governed by their privacy policies.

Information Usage

Go to the Address takes your privacy very seriously. We will never sell, share or transfer your information to third parties without your permission. We will use the Personal Data in a manner that is consistent with this Policy.

The main reason we use your information is to deliver and improve the Software and Services. Additionally, we use your information to keep you safe. Read on for a more detailed explanation of the various reasons we use your information:

1. Deliver Services. Deliver the Software and Services to you and maintain, improve the quality and operation of the Software and Services, ensure their optimal functionality and operation.
2. Maintain Relationship. Identify, establish and manage your account and our relationship with you.
3. Respond Requests. Provide you with customer support and respond to your requests.
4. Customize Content.
 - (i) To improve and customize the Software and Services;
 - (ii) To provide you personalized content, If any new purposes for processing your information arise we will let you know before we start to process information on that other purpose by introducing the corresponding changes to this Privacy policy. While it is not our intention to collect any personally identifiable information (“PII”) (except for those set forth in this Privacy Policy), the data collected may include PII. As part of our privacy measures, we implement certain rules designed to avoid the unintentional collection of PII such as email addresses, social security numbers, phone number, credit card numbers etc. Such rules are based on known field

types, parameters, values and algorithms but they are not foolproof and hence the Software and Services may sometimes, unintentionally, collect unwanted information.

We regularly examine and update these rules to avoid this happened. If you located in the EEA or Ca USA, as required by law, you hereby grant your consent to us to use or process your personal information only for the purpose described above once you use the Software or the Service. And you may withdraw your consent at any time by contacting us.

Consent

We value your privacy and want you to understand how your Personal Data is collected and used. By providing us with your Personal Data, you are consenting to its collection and use for specific purposes.

Transaction and Order: When you provide Personal Data to complete a transaction, verify your credit card, or place an order, you implicitly consent to our collecting and using your information solely for that specific purpose.

Secondary Purposes: If we request your Personal Data for a secondary reason, such as marketing, we will either ask you directly for your explicit consent, or we will offer you an opportunity to decline.

If you wish to withdraw your consent or have any questions about how your Personal Data is being used, please contact us at THE ADDRESS – HQ, Westgate, 510-511, 5th floor D block, Near YMCA Club, SG Road, Ahmedabad – 380015 Gujarat, India or mailed at admin@gototheaddress.com.

Please note that withdrawing consent may impact our ability to provide certain services or fulfill certain transactions. Your privacy and choices are important to us, and we are here to address any concerns you may have.

And you may withdraw your consent at any time by contacting us.

Disclosure of your Information

We may disclose aggregated information about our users, and information that does not identify any individual, without restriction. We may disclose Personal Data that we collect, or you provide as described in this privacy policy:

- When required by law, regulation, legal process, or another legal requirement.
- When we believe that disclosure is necessary or appropriate to respond to an emergency.
- To protect our rights, your safety, or the safety of others.
- To enforce our agreements, policies, and terms of use.
- When you consent to such disclosure.

Sharing Information with Third Parties

We will not share any PII that we have collected from you except for the following events:

1. If we are required by law to disclose your information, we may share your information with law enforcement or other competent authorities and any third party, as may be required (e.g., to detect, prevent or otherwise address fraud, security, or technical issues; to respond to claims or satisfy any legal process, subpoena, or governmental request; or to protect the rights, property, or personal safety of the team's users, its partners, or the general public);
2. In the event the team goes through a business transition such as a merger or acquisition by another company, consolidation, change of control, reorganization, or sale of all or a portion of its assets, your information will be among the assets transferred.

Data Protection

All confidential data stored in your device and transmitted to our cloud services is encrypted and has restricted access to the corresponding usage. Change of Control If we sell or otherwise transfer part of the whole of products or our assets to other organizations, data received from or about our users may be among the items sold or transferred. The buyer or transferee will have to honor the commitments we have made in this Privacy Policy.

Data Retention

Any Customer may request information regarding the storage and retention of data ("Audit") by contacting us. **Go to the Address** shall make reasonable efforts to respond to the Audit in a reasonable time and subject to applicable law and to the protection of **Go to the Address's** trade secrets (Customer's personnel may be required to executed a non-disclosure agreements).

Go to the Address will retain data it processes on behalf of its customers only for as long as required to provide the Service to its Customers and as necessary to comply with its legal obligations, resolve disputes and enforce its agreements. The data in **Go to the Address** is backed up for system continuity purposes and each backup file may be stored for 30 days.

After a termination of services by a customer, an automated process will begin that permanently deletes the data in the next cycle (One cycle per quarter). Once begun, this process cannot be reversed and data will be permanently deleted. In cases where we delete a single user data, some data will not be deleted and shall be kept in an anonymized manner.

Go to the Address collects and retains metadata and statistical information concerning the use of the service which are not subject to the deletion procedures in this policy and may be retained by **Go to the**

Address for no more than required to conduct its business. Some data may be retained also on our third-party service providers' servers in accordance with their retention policies. You will not be identifiable from this retained metadata or statistical information.

Customer may retain Personal Information and other Data about an end user which the Controller owns and the end user may have no access to. If you have any questions about the right of the Customer to retain and process your Personal Information you should raise this directly with the Customer. You hereby agree not to assert any claim against **Go to the Address** this regard and waive any rights regarding such Data and Personal Information including the right to view and control such Data and Information.

Anonymized aggregated data may be retained by **Go to the Address** for as long it is required to provide its services. Contracts and billing information may be retained as required by **Go to the Address** but at least 5 years from termination or expiration of the relationship with the applicable Customer or party.

THE FOLLOWING IS ONLY APPLICABLE TO USERS LOCATED IN CALIFORNIA, NEVADA AND DELAWARE

Privacy Notice for California, Nevada, and Delaware Residents ("Privacy Notice")

The California Consumer Privacy Act of 2018 ("CCPA"), and its implementing regulations, as well as Nevada Revised Statutes Chapter 603A.300 et seq and Delaware Online and Personal Privacy Protection Act, require us to make certain disclosures regarding our privacy practices.

This Privacy Notice applies to personal information of California and Nevada residents that we collect, use, and disclose on the Site as part of the Service. **Go to the Address** employees are subject to a separate privacy policy.

For the purposes of this section only, "personal information" means any information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular consumer or household." "Personal information" does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.

Collection, Use, and Disclosure of PI

We may hold data on you in our role as a service provider to a client company, and we may hold data about you on our own behalf. We collect, use, and disclose personal information as follows:

Categories of Personal Information We May Collect

Identifiers: name, postal address, online identifier, internet protocol address, email address, phone number.

Commercial information: products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies.

Internet or other electronic network activity information: browsing history, search history, and information regarding a consumer's interaction with an internet website, application, or advertisement

Audio and Video: if you visit our facilities that employ CCTV, we may capture your likeness on video as you pass through secured areas.

How We Collect Personal Information

We have collected the above categories and types of personal information directly from individuals through our website or during customer support contact, directly from our business customers, and through business documents such as our contracts and other shared documents. We also collect personal information automatically using cookies and similar trackers.

Your Rights as a California Resident

If you are a California resident, you have certain rights (subject to certain limits under California law), such as:

Right to Know and Right to Request Information

You may have the right to request that we disclose what personal information we collect, use, disclose or sell. You have the right to request information about the personal information we've collected about you within the last twelve months. You may request to know if we have collected, sold, or shared with third parties for a business purpose the following information:

The categories of personal information we have collected about you;

The categories of sources of personal information we collected about you;

Our business or commercial purpose for collecting or selling personal information about you;

The categories of third parties with whom we share personal information;

The specific pieces of personal information we have collected about you;

Whether we have sold your personal information and if so the categories of personal information that each category of recipient purchased; and

Whether we have disclosed your personal information for a business purpose and if so, the categories of personal information that each category of recipient received.

If we find the requests repetitive, excessive or unfounded in a calendar year, we may refuse to act on your request. Hence, it is requested to submit your request consciously.

Right to Request Deletion

You have the right to request that we delete the personal information we have collected about you. Under certain circumstances we may be unable to delete your personal information; for example, to comply with legal obligations, or for our legitimate business purposes.

Right to Opt-Out of the Sale of Personal Information

The CCPA provides California residents the right to opt out of sales of their personal information to third parties. We do not engage in sales of personal information and have not sold the personal information of California or Nevada residents in the preceding twelve months. We also do not sell the personal information of minors under the age of 16 years of age. This fact notwithstanding, you can submit a request to be opted out of any future data sales by sending a request to admin@gototheaddress.com.

Right to Non-Discrimination

You have a right not to receive discriminatory treatment for exercising your privacy rights under the CCPA.

To exercise your rights as a California resident, you may make a request in the following ways:

Contacting us on admin@gototheaddress.com

When you submit a request, we will verify your request and identity, and we reserve the right to take additional steps necessary for verification. For example, we may seek to establish your identity by requesting additional information from you that we can match with information that we have in our records.

You may designate an authorized agent to make a request to know or a request to delete your personal information by providing the authorized agent written permission to do so; and by verifying your own identity with us directly. We will deny any requests from agents that do not submit proof of authorization. Requests submitted via authorized agents will be subject to similar verification processes as direct requests.

If you wish to exercise your rights pertaining to the personal information we may hold about you as a service provider to a client company, please direct your request(s) to that company.

Security and Storage of Information

We will try to limit the storage space of your personal information to the time required to serve the reason(s) for which your personal information was processed, to enforce our agreement, policies or terms, to resolve disputes, or as otherwise required or permitted by law. Please contact us if you have any questions about our retention periods.

Children's Policy

We ensure that we comply with the Children's Online Privacy Protection Act (COPPA), our Websites, Portals and Services are not intended for or directed at children under the age of 16. In addition, we do not knowingly collect Personal Data from children under the age of 16. If you are under 16, do not use or provide any information on this Website or on or through any of its features/register on the Website, use any of the interactive or public comment features of this Website or provide any information about yourself to us, including your name, address, telephone number, e-mail address, If we learn we have collected or received Personal Data from a child under 16 without verification of parental consent, we will delete that information. If you believe we might have any information from or about a child under 16, please contact us at admin@gototheaddress.com so we take reasonable steps to ensure that such information is deleted from our files.

Contact Us

If you have any questions or complaints about this Privacy Policy or how we collect or process your Personal Data or would like us to modify, correct or erase any Personal Data or would like us to stop communicating with you, please contact us at admin@gototheaddress.com. You may also contact us at THE ADDRESS – HQ, Westgate, 510-511, 5th floor D block, Near YMCA Club, SG Road, Ahmedabad – 380015 Gujarat, India.