



MANDATLY
Privacy Compliance Software

Privacy Notice

Privacy Notice

Last Modified: June 30, 2022

This privacy notice (“Notice”) describes how Mandatly Inc. (“Mandatly”, “we”, “us” or “our”) collects, protects, and uses the personally identifiable information (“Personal Information”) you (“User”, “Customer”, “you” or “your”) may provide on the mandatly website and any of its products or services (collectively, “Website” or “Services”).

This Notice discloses what information we gather, how we collect, use, disclose and store it, and how you can access and update it. This Notice does not apply to the practices of companies that we do not own or control or to individuals that we do not employ or manage.

INFORMATION GATHERED BY MANDATLY

Automatic collection of information

When you visit our website or use any Services, our servers automatically log information such as your device’s IP address, browser information, interactions on different pages of our Website that you visit, and other statistics.

Our site uses cookies to enhance the user experience and enable us to keep track of services you have used, record registration information, record your preferences, keep you logged into the site, and track your visit pages. For additional details, please review the Cookies section of this notice.

Information you provide

We may collect information from you when you fill out the form, for example, “Contact us”, “Schedule a demo”. To provide our Services, we may ask you for your contact information such as name, e-mail address, company name, phone number.

We may also collect Personal Information about you from other sources such as social media, e-mails, etc.

We receive and store any information you intentionally provide to us when you create an account, make a purchase, or any other commercial information. When required, this information may include but not limited to the following:

- Personal details such as First Name, Last Name, etc.
- Contact information such as e-mail address, phone, address, etc.
- User account information such as username, password, etc.
- Payment information such as credit card details, bank details, etc.
- Any other information you willingly submit to us, such as comments, messages, feedback, etc.

MANDATLY'S USE OF INFORMATION

Information that we collect through our website, social media, e-mail, etc., will be used to send you information about our company or our advertisers; however, you may opt to receive such e-mails. We also use this information to tailor your experience at our site, deliver content that we think you might be interested in, display the content according to your preferences, and administer and improve our Website, including but not limited to troubleshooting, data analysis, statistical analysis.

We may use the information we collect from you to provide requested Services for the following purposes but not limited to:

- Create and manage user accounts
- Deliver products or services
- Respond to inquiries and offer support
- Request user feedback
- Improve user experience
- Post customer testimonials
- Enforce terms and conditions and policies
- Protect from abuse and malicious users
- Respond to legal requests and prevent harm

Processing your Personal Information may depend on how you interact with our Website, your location, the Services you use, and based on one or more of the following:

- a. **Your consent:** When you have consented to the processing of your personal information by us for certain services through the Website, you can withdraw this consent at any time by contacting us at info@mandatly.com.
- b. **Contractual obligations:** When you subscribe to our service and enter into an agreement for availing our services, all the information you provide to us is based on that contractual obligation, and we may use and process the collected information for fulfilling the service requirements.
- c. **Legitimate interest:** Our legitimate interest is to manage the business relationships and provide information about our services. Also, to ensure network, information security, and business performance improvement.

We will retain and use your Personal Information for the period necessary to comply with our legal obligations, resolve disputes, and enforce our agreements unless a more extended retention period is required or permitted by law.

DATA SHARING AND TRANSFERS

The contractual terms and conditions regulate sharing of customer data. As a general practice, we do not sell, rent, trade, lease, or otherwise transfer to third parties your Personal Information collected from visiting our websites. This does not include trusted third parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential.

Depending on your location, data transfers may involve transferring and storing your information in a country other than your own. You are entitled to learn about the legal basis of information transfers to a country outside the European Union or any international organization governed by public international law.

PROTECTING YOUR INFORMATION

We take reasonable and necessary security measures and safeguards to protect your personal information. A password protects your user account for your privacy and security, and we use SSL certificate security system to protect the confidentiality of your Personal Information. However, no method of transmission over the internet or method of electronic storages is 100% safe and secure. Therefore, you must prevent unauthorized access to your account and Personal Information by securing your password appropriately, limiting access to your computer or device, and taking other security measures available to you.

ACCESSING, DELETING AND UPDATING YOUR INFORMATION

Your rights under EU GDPR

You are entitled by EU data protection laws to access, recertify, amend, or delete personal information about you that we hold. A list of these rights is below.

- Right of access – you can ask for a copy of your personal data and other supplementary information that we hold.
- Right of rectification – the right to have inaccurate or incomplete personal data rectified that we hold about you.
- Right to be forgotten – in certain circumstances, you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply, you have a right to restrict the processing of your personal data.
- Right of portability – allows you to receive a copy of your personal data for personal use and/or to have your personal data transmitted from one controller to another controller.
- Right to object – the right to object to certain types of processing.
- Right to object to automated processing, including profiling – the right not to be subject to a decision based solely on automated decision making, including profiling, where the

Decision would have a legal effect on you or produce a similarly significant effect. We do not currently engage in any automated processing or profiling of individuals we know reside in the EU.

You may exercise certain rights regarding your information processed by us by submitting this [form](#).

California privacy rights

California law requires certain businesses to disclose information regarding the rights of California residents under the California Consumer Privacy Act (the “CCPA”). The CCPA applies only to California residents who provide Personal Information to obtain our products or services are entitled to request and obtain from us, once a calendar year, information about the Personal Information we shared, if any, with other businesses for marketing uses. If applicable, this information would include the categories of Personal Information and the names and addresses of those businesses with which we shared such personal information for the immediately prior calendar year (e.g., requests made in the current year will receive information about the prior year). To obtain this information please contact us at info@mandatly.com.

COOKIES

We may use cookies to collect, store, and track information for statistical purposes to operate our Website and Services and to enhance users’ experience associated with it.

You can change cookie preference through our preference center, accessible by clicking the “Settings” button in the applicable Website Cookie Banner. You can also do so by adjusting your web browser controls, a complete disclosure provided in our [Cookies Notice](#).

NEWSLETTERS

We offer electronic newsletters to which you may voluntarily subscribe at any time. We are committed to keeping your e-mail address confidential and will not disclose your e-mail address to any third parties except as allowed in the information use and processing section or to utilize a third-party provider to send such e-mails. We will maintain the information sent via e-mail in accordance with applicable laws and regulations.

In compliance with the CAN-SPAM Act, all e-mails sent from us will clearly state who the e-mail is from and provide clear information on contacting the sender. You may choose to stop receiving our newsletter or marketing e-mails by following the unsubscribe instructions included in these e-mails or contacting us. However, you will continue to receive essential transactional e-mails.

BILLING AND PAYMENTS

We use third-party payment processors to assist us in processing your payment information securely. Such third-party processors’ use of your Personal Information is governed by their

respective privacy notices, which may or may not contain privacy protections as protective as this Privacy Notice. We suggest that you review their respective privacy notices.

PRIVACY OF CHILDREN

We do not knowingly collect any Personal Information from children under the age of 13. If you are under the age of 13, please do not submit any Personal Information through our Website or Service. We encourage parents and legal guardians to monitor their children's Internet usage and to help enforce this Notice by instructing their children never to provide Personal Information through our Website or Service without their permission.

If you have reason to believe that a child under the age of 13 has provided Personal Information to us through our Website or Service, please contact us. You must also be at least 16 years of age to consent to the processing of your Personal Information in your country (in some countries, we may allow your parent or guardian to do so on your behalf).

LINKS TO OTHER WEBSITES

Our Website contains links to other websites that are not owned or controlled by us. Please be aware that we are not responsible for the privacy practices of such other websites or third parties. We encourage you to be aware when you leave our website and read the privacy statements of each website that may collect Personal Information.

LEGAL DISCLOSURE

We will disclose any information we collect, use or receive if required or permitted by law and when the disclosure is necessary to protect our rights, protect your safety or the safety of others, investigate fraud, or respond to a government request.

CHANGES AND AMENDMENTS

We may update this Privacy Notice from time to time at our discretion and notify you through an e-mail of any material changes in which we treat your Personal Information. Any updated version of this Privacy Notice will be effective immediately upon posting the revised Privacy Notice unless otherwise specified. Your continued use of the Website or Services after the effective date of the revised Privacy Notice (or such other act specified at that time) will constitute your consent to those changes. You can see when this Privacy Notice was last updated by checking the date at the top of this page. You are responsible for periodically reviewing this Privacy Notice.

ACCEPTANCE

You acknowledge that you have read this Notice and agree to all its terms and conditions. By using the Website or Services, you agree to be bound by this Notice. If you do not agree to abide by the terms of this Notice, you are not authorized to use or access the Website and its Services.

CONTACT INFORMATION

If you would like to contact us to understand more about this Notice or wish to contact us concerning any matter relating to individual rights and your Personal Information, you may send an e-mail to info@mandatly.com or write a letter to 1153 West John Carpenter Freeway, Suite 100, Irving, TX 75039.