

# TerraTal Privacy Policy

**Last Updated: August 2, 2016**

TerraTal has created this Privacy Policy in order to describe its collection, use and disclosure of personal data you give to TerraTal when you access or use TerraTal's online and/or mobile services and websites, and software provided by TerraTal on or in connection with such services or websites (collectively, the "Site"). "TerraTal" or "we" means TerraTal Inc. if you are located in the United States, and TerraTal Ireland Operations Limited if you are located elsewhere. You may contact TerraTal, Inc. at 11700 Preston Road, Suite #660-292, Dallas, TX 75230.

This Privacy Policy covers only data that we collect through the Site, and not any other data collection or processing, including, without limitation, the data collection practices of any affiliate or other third party, including any third-party operators of web pages to which the Site links, and any information that we collect offline or through any websites, products, or services that do not display a direct link to this Privacy Policy. Occasionally, we may refer to this Privacy Policy in notices and consent requests related to special-purpose web pages, mobile applications, or other resources, for example, if we invite you to submit ideas to improve the Site; under such circumstances, this Privacy Policy applies to information collected by us through such special-purpose resources, as modified in the particular notice or consent request (e.g., with respect to the types of data collected or our uses or disclosures of such information)

TerraTal may amend this Privacy Policy at any time. Please review the "Last Updated" legend at the top of this page to determine when this Privacy Policy was last amended. Any changes to this Privacy Policy will become effective on the "Last Updated" date indicated above. By using the Site or providing information to us following such changes, you will have accepted the amended Privacy Policy. If TerraTal is going to use Personal Information (as defined below) collected through the Site in a manner materially different from that stated at the time of collection, then TerraTal will notify users via email and/or by posting a notice on TerraTal's Site for 30 days prior to such use or by other means as required by law.

## **1. Information Collected**

When you create an TerraTal account, request information, subscribe for a service, participate in a survey, post a rating or review, post a question or answer, post a resume, upload content or otherwise actively send us data on our Site, we collect such data including, but not limited to, your user name, password, first and last name, email address, telephone number (including mobile phone number), street address, gender, occupation, interests, messages you send to users, and any other data included in a submitted profile or resume. In connection with chargeable services, we will also collect payment information (e.g., credit card number and related verification information). If you use any automated phone screening product, TerraTal will record and store your answers to an Employer's screening questions and will forward your answers to the Employer. You consent to TerraTal listening to and analyzing the recording in accordance with this Privacy Policy. In each such instance above, you will know what data we collect through the Site, because you actively submit it.

In addition, as part of the standard operation of the Site, TerraTal may automatically collect and analyze information from your computer or mobile device, including, but not limited to, your browser type, operating system, IP address and the domain name from which you accessed the Site, and if you are accessing our Site with your mobile device, the type of mobile device. In addition, we may automatically

record and analyze actions taken on the Site including, but not limited to, date and times of use, clicks, page views, the amount of time you spend on each page, and search queries. TerraTal reserves the right to match your IP address (or any other information) with other information about you in any way permitted by applicable law. TerraTal will store this information on its equipment or the equipment of third parties that TerraTal has a relationship with for that purpose. If you create a TerraTal account, information may be collected under your account email address.

If you access or use the Site on your mobile telephone or other mobile device, including tablets, we collect mobile device identifiers, including MAC Address, and IP Address. TerraTal may create and assign to your device an identifier that is similar to an account number. We may collect the name you have associated with your device, device type, telephone number, country, and any other information you choose to provide, such as user name, geo-location or e-mail address. We may also access your contacts to enable you to invite friends to join you in the Site.

When a Professional deletes an account, the Professional will no longer have access to **any** of the data which we provided under that account name. If the Professional uses the same email address to set up a new account, this data will not become available to the Professional again. TerraTal reserves the right to keep any materials in a deleted account as necessary to preserve and protect its rights as allowed by law (for example, to preserve records of a dispute) or to comply with its obligations under local law (for example, to keep an email address). A deleted account does not mean that all of the data is expunged from the TerraTal systems, although it will not be readily available under the Professional's original account name. When the Professional presses the delete account button on the dashboard, TerraTal will begin to process that instruction within 24 hours and will have completed the operation within 40 days. Employers may disable an account, however TerraTal must preserve business records pertaining to that account to comply with its obligations under law.

## **2. Uses and Disclosures of Information**

We may use any information collected pursuant to this Privacy Policy, including information that identifies you as a specific individual ("Personal Information"), for the purposes set forth in this Paragraph 2 and Paragraphs 3, 4 and 8 below. TerraTal uses such information to provide our services and features to you, including to provide employer information to you, to measure and improve those services and features, and to provide you with customer support. For example, TerraTal uses your previous search and browsing history (e.g., the jobs you click on) to determine relevant search results and provide you with recommended jobs. TerraTal may also provide information collected pursuant to this Privacy Policy, including Personal Information, to employers that may be interested in contacting you. If you are located in the United States, TerraTal may also share such information with third parties (including operators of third-party websites and/or social networking sites) in order to show you targeted advertisements and other content that has been customized for you. If you would like to opt-out of receiving such targeted advertisements, please send an email to opt-out @ TerraTal.com (remove spaces when sending email).

TerraTal may also use information collected pursuant to this Privacy Policy to prevent potentially illegal activities and activities that are detrimental to you or others. TerraTal may investigate and disclose information from or about you or your use of TerraTal if we have a good-faith belief that such investigation or disclosure (a) is reasonably necessary to comply with legal process (including subpoenas, search warrants, court orders) and law enforcement instructions and orders; (b) is helpful to prevent, investigate, or identify possible wrongdoing in connection with the use of the Site; or (c) may

protect our rights, reputation, property, safety, or that of the public. We may use a variety of methods to detect and address anomalous activity and screen content to prevent abuse such as spam. These efforts may on occasion result in a temporary or permanent suspension or termination of some functions for some users. We provide email proxy and relay services to the users of our TerraTal products, including: TerraTal Resume, TerraTal Apply, and Post a Job. We monitor, review, store and analyze your content (including your resumes, cover letters, applications, messages, responses, offer letters and other materials) that you send, store or receive, including via automated means and otherwise, for data analysis, quality control, and to refine the Site or any other TerraTal product or service (including to provide better search results and other listings for Professionals and employers, provide you with personally relevant product features, and to prevent fraud and reduce unwanted mail).

**Any information shared by you with TerraTal may be shared with or transferred to any TerraTal affiliated entity (including those located outside the European Union), no matter where located, for the purpose of providing you services and improving the Site. By using the Site, you consent to this transfer and acknowledge that the services provided to you and the functionality of the Site could not be provided without such a transfer. If you do not wish your information to be transferred in this way you should not use this Site.**

We may use other companies, including affiliates and third parties, to perform services in connection with our operations, and to improve the Site and our other products and services. In the course of providing these services, those companies may have access to Personal Information, and such Personal Information may be transferred to other countries. Those companies are contractually required to treat such Personal Information in accordance with this Privacy Policy. Please also be aware that we may use third-party cloud service providers that provide hosting, data storage and other services pursuant to standard terms and conditions that may be non-negotiable; these service providers have informed us or the general public that they apply security measures they consider adequate for the protection of information within their system, or they have a general reputation for applying such measures. However, we will not be liable (to the fullest extent permitted by law) for any damages that may result from the misuse of any information, including Personal Information, by these companies.

You may also use certain third party sites or services that you link to from TerraTal's Site. In such cases, all information you provide to a third party is provided to that third party and not to TerraTal, and is subject to the third party's privacy policy and terms of service.

TerraTal may use your IP address and mobile device information to help diagnose problems with TerraTal's service and to administer the Site. Your IP address and mobile device information may also be used to help identify you, your location, and your online profile and to gather broad demographic information (such as country of origin). TerraTal may maintain (as permitted by applicable law) information collected from you pursuant to this Privacy Policy following any termination of your relationship with TerraTal. TerraTal may also delete such information as permitted by applicable law. If you provide credit, debit or other payment card and related details to us in order to make a payment, TerraTal will use such information only for the purpose of processing the payment. TerraTal may also aggregate your data with other data, for the purposes set forth above.

### **3. Contact and Profile Information**

When you give TerraTal contact information (such as your name and email address) and demographic information, you agree that TerraTal may utilize this information as set forth herein. You agree that

TerraTal may, as part of its services to you, communicate with you, or initiate communication with you on behalf of a third party, through your TerraTal account or through other means such as email, telephone (including mobile phone), or postal mail, including through the use of contact information that you may provide to TerraTal or that TerraTal may otherwise obtain from third-party resources. If and to the extent permitted by applicable law, TerraTal or its designated third-party partners may also use your contact information to (i) send you position alerts; (ii) create an account; and (iii) send you information about TerraTal, including promotional materials. TerraTal may use demographic and/or profile data to tailor your experience on the Site, show you content that TerraTal thinks you may be interested in, and display content according to your preferences. Your information, including Personal Information, gets placed on the Site when you create a Professional Profile. To the extent you create a Professional Profile or edit it, and subject to your Privacy Settings, you are making the Profile, your name and other Personal Information that you enter into your Profile available to third parties who may be interested in you as an employee (and who may forward your Profile and Personal Information to other third parties), to search engines, or to the general public by posting your Personal Information on the internet. You acknowledge that TerraTal may determine whether your Profile or any other individuals' Profile align with the characteristics of certain Position Profiles, and vice-versa, in order to improve the Site or any other TerraTal product or service (including by displaying or otherwise making available potentially relevant Position Profiles and or Professional Profiles to Professionals and employers). If you create a Profile this means that third parties can view the Personal Information contained in your Profile and you may receive unsolicited contact from parties unaffiliated with TerraTal and for whom TerraTal has no responsibility. If you do not want your Personal Information posted on the Site, you should not create a Professional Profile. You may opt-out of this feature on a going-forward basis by editing your Privacy Settings; however, TerraTal does not warrant how often third-party search engines will update their caches, which may continue to contain your Profile information. TerraTal reserves the right to charge third parties a fee for accessing your information, including Personal Information, as part of TerraTal's services. At your direction, TerraTal may also send your Profile to third parties if you choose to express interest in a Position Profile.

#### **4. Additional Uses and Disclosures of Non-Personal Information**

In addition to the other uses and disclosures of information set forth in this Privacy Policy, and notwithstanding anything in this Privacy Policy to the contrary, we may use and disclosure, for any purpose, any information that does not identify you as a specific individual ("Non-Personal Information"), except where we are required to do otherwise under applicable law. Such Non-Personal Information may include, for example and without limitation: MAC addresses and other device identifiers; IP addresses; pixel tags and similar technologies; physical location information; and demographic information, including gender, dates of birth, ZIP codes, etc. Non-Personal Information may also include Personal Information that has been aggregated or de-identified. If we combine any Non-Personal Information with Personal Information (such as combining your ZIP code with your name), then we will only use and disclose such combined information for the purposes described in this Paragraph 4 and Paragraphs 2, 3 and 8 of this Privacy Policy while it is so combined. If we are required to treat Non-Personal Information as Personal Information under applicable law, then we may use and disclose it for all the purposes for which we use and disclose Personal Information.

#### **5. Security**

TerraTal seeks to use reasonable security measures to help protect against the loss, misuse and alteration of the Personal Information under TerraTal's control. No method of transmission over the

Internet, or method of electronic storage, is 100% secure, however. In addition, please note that emails, messages sent via your web browser, and other similar means of communication with other users, are not encrypted. We strongly advise you not to communicate any confidential or sensitive information through these means. Therefore, while we strive to protect your information, we cannot guarantee its security. Please also be aware that we may use third-party cloud service providers that provide hosting, data storage and other services pursuant to standard terms and conditions that may be non-negotiable; these service providers have informed us or the general public that they apply security measures they consider adequate for the protection of information within their system, or they have a general reputation for applying such measures. However, we will not be liable (to the fullest extent permitted by law) for any damages that may result from the misuse of any information, including Personal Information, by these companies.

## **6. Cookies**

“Cookies” are small pieces of information that are stored by your browser on your computer’s hard drive. Please see our TerraTal Cookies Policy ([www.terrat.com/cookiespolicy](http://www.terrat.com/cookiespolicy)) for further information regarding TerraTal’s use of Cookies.

## **7. Third Parties**

The Site may make available links to other websites. When you click on such links, you may leave our Site. The Site may also make available Company Pages that are provided by third-party Employers. WE ARE NOT RESPONSIBLE FOR THE INFORMATION COLLECTION, USAGE, DISCLOSURE OR OTHER PRIVACY PRACTICES OF ANY THIRD PARTY, INCLUDING OUR AFFILIATES, THIRD-PARTY SERVICE PROVIDERS, ANY EMPLOYERS (INCLUDING ANY EMPLOYER THAT PROVIDES A COMPANY PAGE), ANY THIRD-PARTY SOCIAL MEDIA PLATFORM, ANY THIRD PARTY MAKING AVAILABLE THE DEVICES OR OPERATING SYSTEMS FOR WHICH THE SITE IS AVAILABLE, AND ANY THIRD PARTY OPERATING ANY WEBSITE TO WHICH THE SITE CONTAINS A LINK. We encourage you to read the privacy statements of any such third parties.

## **8. Acquisitions and Other Reorganizations**

Information collected pursuant to this Privacy Policy, including Personal Information, may be disclosed to one or more third parties in connection with any change of ownership or control in TerraTal’s business (whether by merger, sale, or otherwise), or any other reorganization or joint venture, or assignment, transfer or other disposition of all or any portion of our business, assets or stock (including in connection with any bankruptcy or similar proceeding), and any such information may be used by such third party in accordance with this Privacy Policy.

## **9. EEA Data**

If you are located in the European Economic Area or Switzerland, please refer to the section titled “EEA Data” in the Terms of Service below.

## **10. Accessing Personal Data for EU Residents**

Residents of the European Economic Area and Switzerland have a right of access to their data. If you wish to access such data, please send a certified letter to the above address with a copy of your passport

or national identity card (for identity verification purposes) and the same will be provided to you. There may be a charge for such a request (which will not be higher than applicable law permits). European Economic Area and Switzerland residents also have a right, if their personal data is inaccurate, of rectification, erasure or blocking of such inaccurate personal data. You may edit your Profile free of charge (if there is an inaccuracy or otherwise), by following procedures set forth on the Site. If your personal data is inaccurate, you may alternatively request TerraTal to rectify, erase or block the data by sending a certified letter, with a copy of your passport or national identity card (for identity verification purposes), to the above address with the exact nature of the requested action.

#### **11. Do Not Track Requests**

We do not respond to the browser “Do Not Track” (DNT) signal if enabled by the user in their web browser. When we set or read cookies on non-TerraTal sites that have integrated our job search and display features, we do so, for example, to provide a personalized job search experience to users on those sites. We do not share any information about your use of TerraTal with those third parties. When third parties that we have integrated into TerraTal sites (as described in the TerraTal Cookie Policy) set or read their own third-party cookies, they may or may not respond to the DNT signal.

#### **12. Opting Out**

If you no longer want to receive promotional materials from us based upon your Personal Information, going forward, you may opt-out of receiving such marketing-related messages by Clicking on the “unsubscribe” link at the bottom of the emails you wish to stop receiving. Please note that we may still send other messages to you, such as administrative messages. We will try to comply with your request as soon as reasonably practicable.