

Privacy Policy

Office FlexiSpace LLC («We» or «the Provider») is obliged to protect and respect your privacy. Office FlexiSpace is an online workspace software created and provided as a service by Office FlexiSpace LLC («the System»). The System is equipped with tools to help you manage and book office jobs. This software is provided on a subscription basis. Besides our terms of use and any other documents mentioned in them, this policy sets out the basis on which any personal data we collect from you or that you provide to us will be processed. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

By using our website, related documents, and the System, customers and end users agree with the collection and use of personal information as described in this policy.

1. WHAT INFORMATION DO WE COLLECT?

We may collect, store, and use the following types of personal information:

Information provided by you to us while creating an account on the System, signing up to use our website, subscribing to newsletters, posting content, or requesting any information. It means personal information such as email, name, username, and password. Users must keep a secure password to use the System, and such passwords must be changed at least every month. Users are responsible for maintaining the confidentiality of their passwords. We do not store user passwords in the public domain and do not have access to this information.

Some information is transferred to the System from related systems, such as, perhaps, the user directory used in your company (such as department name, employee title, and similar) for display in the System. Obtaining such information from related systems requires explicit permission for such action from the end user or administrator of the related system. We always use any collected information responsibly to provide you with the best possible service and to improve the platform.

We do not store credit card or other payment information on our servers.

We store information about the configuration of your office(s) to provide the features of the System. Such information is provided by the end-user company's internal administrator (the floor constructor feature).

You acknowledge that any data created in the System by end-users is transferred voluntarily and knowingly, and we guarantee that we store such data responsibly and do not share it with third parties (except as described in clause 3 herein).

2. COOKIES AND IP ADDRESSES

2.1 A cookie is a file containing an identifier (a line with letters and numbers), which is sent by a web server to a web browser and saved by the browser. Then, the identifier is sent back to the server each time the browser requests a page from the server. It allows the web server to identify and track the web browser.

2.2 We can get some information about general Internet usage by using cookies. They help us improve our website and provide better and more personalized services.

2.3 Most browsers allow you to reject all cookies, while some browsers only let you reject third-party cookies. However, if you reject all cookies, it may hurt the use of our website and services.

We use Google Analytics and Yandex.Metrics («the User Activity Analysis Systems») to analyze the use of this website. The User Activity Analysis Systems generate statistical and other information about the use

of the website through cookies, which are stored on users' computers. The information generated about our website is used to report how the website is used. The User Activity Analysis Systems may store this information.

We may collect information about your IP address. It is only statistical, not personally identifiable information.

3. DISCLOSURE OF YOUR INFORMATION

We may disclose your personal information to any of our employees, officers, agents, suppliers, or subcontractors to the extent reasonably necessary for the purposes outlined in this privacy policy. Examples of such purposes include (but are not limited to) providing technical support and advice to users of the System, performing analytical reporting work, performing maintenance work on servers and services of the System, etc.

Besides, we may disclose your personal information:

- to the extent required by law;
- regarding to any current or future litigations.

Except as outlined in this privacy policy, we will not share your information with third parties.

4. STORAGE AND TRANSFER OF INFORMATION

4.1 The collected information may be stored and processed only on servers (owned, leased, or virtual) that are owned (or leased) only by us or our affiliates and transferred between them so that we may use the information under this privacy policy.

4.2 You may request us to delete personal data by sending us a request to support@officeflexispace.com from the email address of the user whose data is to be deleted. You may also request removal of data on the company you represent; such request must be sent from the email address of a user who has administrator permissions in the System. Typically, we will complete these requests within a few hours, but in some cases it may take up to 72 hours. You will be notified by email when the request is complete.

4.3 Unfortunately, sometimes, the transfer of information via the Internet is not completely secure. Although we always do our best to protect your personal data, we cannot guarantee the security of your data transferred to our website; any transfer is at your own risk. Once we have received your information, we will use strict procedures and security features in attempt to prevent unauthorized access.

4.4 We will take reasonable technical and organizational precautions to prevent the loss, misuse, or alteration of your personal information.

4.5 You are responsible for maintaining the confidentiality of your password and other registration information. We will not ask you for your password (except when you log in to the website or perform user account management, complaints that come from or about you in connection with the website).

5. POLICY CHANGES

We may update this privacy policy from time to time by posting a new version on our website. You should check this page from time to time to make sure you are satisfied with any changes.

6. THIRD-PARTY WEBSITES

6.1 Our website may, from time to time, have some certain links to and from the websites of our partner networks and affiliates. If you follow a link to any of these websites, please note that these sites have their

own privacy policies and that we take no responsibility for those policies. Please read those policies before submitting any personal information to these sites.

7. CONTACT

Feel free to send us questions, comments, or requests regarding this privacy policy to support@officeflexispace.com.