Privacy Policy of AppDesQ Inc.   January 25, 2023

You entrust us with some of your information when you use AppDesQ Inc.'s Applications/Services (*"AppDesQ applications/services"*). Your privacy is important to us. Our Privacy Policy outlined here will provide you with an understanding of how/why we collect the information, and actions taken by us on this information. Please read our Privacy Policy carefully.

There are many features in AppDesQ Inc.'s online software applications and services including *FranDesQ®*. In this Privacy Policy document, we will explain how we use information provided by you. We have made every effort to keep our privacy policy simple. Your privacy is of high importance to AppDesQ Inc. If you have any queries in this regard, please do not hesitate to contact us via phone at *(408) 439-9016* or via email at support@appdesq.com.

1.0 Information you provide

As a part of *AppDesQ applications/services* offering, we seek information from users to provide relevant service. We seek the following information at various points in the software:

1.1 Information you give AppDesQ Services:

The personal information that we collect or otherwise receive about you depends on the context of your interactions with *AppDesQ applications/services* and how you configure your account, and the choices you make.

We obtain your name, email address, mailing address, phone number, to store with your account, your business experience/financial worth, educational qualifications (optional). We do ***not*** store sensitive information such as Social Security Number, Date of Birth, Place of Birth, Driver's License Number, Passport Number, Government-issued Identification details or, Credit Card Numbers. Please refrain from providing such information in fields where descriptions are sought. If we need any such information in future, we will request your consent for the same. Furthermore, we do not store information about users' race or ethnic origin; political, religious, or philosophical opinions or beliefs; trade union membership; biometric or genetic information; criminal history, personal health, sexual activity, or sexual orientation.

AppDesQ applications/services are *not* intended for use by individuals under the age of 18.

1.2 Information we get from your use of AppDesQ Services:

AppDesQ Inc.'s use of device information (your device type, OS, browser so that we can present the proper format for the device.), login/access information to *AppDesQ applications/services* is required for operation of the same. Information related to business will be collected for Change Management features. Such information will ***not*** be shared outside AppDesQ Inc. and/or its affiliates.

When you use *AppDesQ Services*, we verify and authenticate your identity via login process before we can act on your request. We may reject requests that are unreasonable and can potentially risk the privacy of others. We will also ensure that data backups are stored in secure environments.

We may collect information about your use of our applications/services, such as the pages you viewed in our application/services, the features you used or interacted with.

Cookies and related technologies: AppDesQ application/services such as FranDesQ® may use common web client features such as cookies and similar technologies (collectively "cookies") to collect information

so that we can improve your customer experiences. Our applications/services will ask your consent over the information we collect from cookies and how we will use it.

2.0 Information sharing

We do **_NOT_** share any personal information with companies, organizations and individuals outside of AppDesQ Inc. and its affiliates.

If AppDesQ Inc is involved with a merger, asset sale, financing, liquidation, bankruptcy, or the acquisition of all or part of our business to another company, we may share your information shared with us with that company and its advisors before and after the transaction date. We will provide affected users sufficient notice before information is transferred or becomes subject to a different privacy policy.

Administrators for applications/services have limited access for support issues such as suspend/resume or terminate your account access, receive your account information in order to satisfy applicable law, regulation, legal process or enforceable governmental request, Administrators do **_not_** have visibility or access to your encrypted passwords and can help you only with user's password recovery process.

3.0 How we use information you provide

AppDesQ Inc. primarily uses the information we get from you to give you the best possible user experience and to provide the features for which you have subscribed to *AppDesQ applications/services.*

When you log in to any AppDesQ applications/services through an authentication process, we may keep a record of the duration of your communication session. We will use your email address to inform you about status of various activities tracked by *AppDesQ applications/services.*   We use information collected from cookies mainly to improve your user experience and to improve the usability of *AppDesQ applications/services.* If AppDesQ applications/services need information that is not covered in this Privacy Policy, we will seek your permission to procure such information.

4.0 Your Information & Integrations with other products/services

AppDesQ applications/services run on servers in a third-party cloud environment, Amazon Web Services (AWS), provided by Amazon.com, Inc. The administrative logins provided in this AWS environment are accessible only to AppDesQ Inc. We restrict access to personal information to AppDesQ Inc.'s employees, contractors and agents who need to know that information in order to process it for us, and who are subject to strict contractual confidentiality obligations and may be disciplined or terminated if they fail to meet these obligations. AWS servers that we use are currently located in USA but AWS servers may be located other countries around the world.

AppDesQ applications/services also integrate with products/services from other companies such as Zoom, Facebook, Adobe Sign and Intuit Quickbooks. These companies also have their privacy policies explained to their users. We encourage you to review the privacy policies of these companies at their websites to ensure that they meet your expectations in this matter.

We may also receive information about you from other third parties where you have provided consent or where permitted by applicable law. We protect and process any information obtained from those third parties as described in this Privacy Policy, consistent with any additional restrictions imposed by the source of the information. For example, if you choose to sync a non-AppDesQ account/service with your AppDesQ account, we will receive information from that account/service according to your settings with that account/service. This may include details of social media information or your business's sales records.

When you connect to your social media accounts: Some of our features enable you to connect to a social media account or share information on social media platforms, like Facebook. Any information you choose

to share on social media may potentially be visible to a global audience and will be subject to the social media provider's privacy policies (not our Privacy Policy). You must carefully share information on social media that you are comfortable sharing. Note that explicitly sharing information publicly with these vendors may be found by search engines.

When you use SMS option with Twillio Integration: Personal information collected through SMS texts, will not be shared, sold, or rented to affiliated or unaffiliated third parties for their own marketing purposes.

When you use Zoom Integration option: Information collected through Zoom Integration will not be shared or sold to affiliated or unaffiliated third parties for their own marketing or any other purposes. We do *not* share or sell any information received through Zoom integration with anyone for building profiles or recording use; monitoring employees; location tracking; or attention tracking. Also, we do *not* share or sell any information/data received through Zoom integration with anyone for advertising or marketing; for conducting or assisting with surveillance; or reverse engineering or reconstructing profiles.

5.0 Information Retention

Unless you specifically ask us to delete your information, we retain your information as long as it is necessary to comply with our data retention requirements and provide you with services and the benefits of AppDesQ applications/services and successfully run our business. Even if you submit a deletion request in the application/service, we may be required to maintain the trail for as long as necessary to:

1. comply with our legal or regulatory compliance needs (e.g., maintaining records of transactions you have made with us);
2. to exercise, establish or defend legal claims; and/or
3. to protect against fraudulent or abusive activity on our services.

6.0 Information security

We understand your privacy and protect our users from unauthorized access to or unauthorized changes, disclosure or deletion of information we have. *AppDesQ applications/services* encrypt web access via account logins using the SSL (Secure Socket Layer) protocol. *AppDesQ applications/services* use latest available technology to authenticate users during the login process. Our applications/services undergo stringent security tests before they are deployed for use by our clients/customers.

7.0 When this Privacy Policy applies

AppDesQ Inc.'s Privacy Policy applies to all products/services offered by the company.

8.0 Compliance

AppDesQ Inc reviews compliance with Privacy Policy periodically. If we receive a formal written complaint, we will contact the person who made the complaint to follow up. We will work with the appropriate regulatory authorities, including local data protection authorities, to resolve any complaints regarding the transfer of data that AppDesQ Inc cannot resolve with users directly.

9.0 Change Management of Privacy Policy

We review our *Privacy Policy* to ensure that it is up-to-date with feature changes in our products and services. Your rights will not diminish under this Privacy Policy. To have your explicit consent, we will

present the policy at a visible place in our application flow and/or website. Prior policies will also be available for comparison.

AppDesQ Inc. strives to keep your personal information private and safe.