

# Accolader.io Privacy Policy

This policy describes the information we process to support Accolader and other products and features offered by Accolader, LLC (Accolader Products or Products).

To provide the Accolader Products, we must process information about you.

## Things you and others do and provide.

- **Information and content you provide.** We collect the content and information you provide when you use our Products, including when you sign up for an account, create or share awards and content. This can include information in or about the content you provide (like metadata), such as the location of a photo or the date a file was created.
- **Networks and connections.** We collect information about the people, accounts, and groups you are connected to and how you interact with them across our Products. We also collect contact information if you choose to upload, sync or import it from a device (such as a CSV import).
- **Your usage.** We collect information about how you use our Products, the features you use, the actions you take; and the time, frequency and duration of your activities.
- **Things others do and information they provide about you.** We also receive and analyze content, communications and information that other people provide when they use our Products.

## Device Information

As described below, we collect information from and about the computers, phones, and other web-connected devices you use that integrate with our Products, and we combine this information across different devices you use.

### **Information we obtain from these devices includes:**

- **Device attributes:** information such as the operating system, hardware and software versions, battery level, signal strength, available storage space, browser type, app and file names and types, and plugins.
- **Device operations:** information about operations and behaviors performed on the device when using Accolader Products, such as scrolling and mouse clicks.
- **Identifiers:** unique identifiers, device IDs, and other identifiers.
- **Network and connections:** information such as the name of your mobile operator or ISP, language, time zone, IP address, connection speed.

- **Cookie data:** data from cookies stored on your device, including cookie IDs and settings.

### **How do we use this information?**

We use the information we have as described below and to provide and support the Accolader Products and related services.

#### **Here's how:**

We use the information we collect to deliver and improve on our Products, including to personalize features and content.

- **Location-related information:** We use location-related information—such as your current location, to provide, personalize and improve our Products for you and others. Location-related information can be based on things like IP addresses, and information from your and others' use of Accolader Products.
- **Product research and development:** We use the information we have to develop, test and improve our Products, including by conducting surveys and research, and testing and troubleshooting new products and features.

#### **Promote safety, integrity and security.**

We use the information we have to verify accounts and activity, combat harmful conduct, detect and prevent spam and other bad experiences, maintain the integrity of our Products, and promote safety and security on and off of Accolader Products. We use the information we have to send you marketing communications, communicate with you about our Products, and let you know about our policies and terms. We also use your information to respond to you when you contact us.

### **How is this information shared?**

#### **New owner.**

If the ownership or control of all or part of our Products or their assets changes, we may transfer your information to the new owner.

#### **Law enforcement or legal requests.**

We share information with law enforcement or in response to legal requests.

### **How can I manage or delete information about me?**

We provide you or your administrator with the ability to access, edit, archive and erase your data.

We store data until it is no longer necessary to provide our services and Accolader Products, or until your account is deleted - whichever comes first. This is a case-by-case determination that depends on things like the nature of the data, why it is collected and processed, and relevant legal or operational retention needs.

When your administrator deletes your account, we delete things you have posted, such as awards and endorsements, and you won't be able to recover that information later. Information that others have shared about you isn't part of your account and won't be deleted. If you don't want to delete your account but want to temporarily stop using the Products, you or your administrator can archive your account instead.

### **How will we notify you of changes to this policy?**

We'll notify you or your administrator of changes to this policy and provide the opportunity to review the revised policy before choosing to continue using our Products.

### **How to contact Accolader with questions**

If you have questions about this policy, you can contact us as described below.

#### **Contact Us**

You can contact us online or by mail at:

Accolader, Inc.

ATTN: Privacy Operations

1860 S Acoma Street

Denver, Colorado 80223

[accolader@accolader.io](mailto:accolader@accolader.io)

Date of Last Revision: July 12, 2021

## **Accolader.io Terms of Service**

Please read these terms carefully. Your access to and the use of Accolader (the “App”) is conditional on your agreement to these terms. By creating an account, you are bound to these terms and you indicate your continued acceptance of these terms.

If you create an account on the App, you are responsible for maintaining the security of your account, and you are fully responsible for all activities that occur under the account and any other actions taken in connection with the account. You may not use false or misleading information in connection to your account, or trade on the name or reputation of others, and Accolader may change or remove any information that it considers inappropriate or unlawful, or otherwise likely to expose Accolader to claims of third parties. You agree that we may take steps to verify the accuracy of information you have provided to us.

The configurations and specifications of the App, including without limitation all content there available, may be changed and/or updated from time to time, at the sole discretion of Accolader.

Accolader makes no warranties or representations whatsoever with respect to the App, or any linked site or its content, including the content, information and materials on it or the accuracy, completeness, or timeliness of the content, information and materials. We also do not warrant or represent that your access to or use of the App, or any linked site will be uninterrupted or free of errors or omissions, that defects will be corrected, or that the App, or any linked site is free of computer viruses or other harmful components. We assume no responsibility, and shall not be liable for any damages to, or viruses that may infect, your computer equipment or other property on account of your use of the App, or your access to, use of, or browsing of the App. If you are dissatisfied with the App, your sole remedy is to discontinue using the App.

No advice, results or information, whether oral or written, obtained by you from Accolader, or through the App, shall create any warranty not expressly made herein. Accolader does not necessarily endorse, support, sanction, encourage or agree with any content or any user content, or any opinion, recommendation, content, link, data or advice expressed or implied therein, and Accolader expressly disclaims any and all liability in connection with user content and any other content, materials or information available on or through the App, created or provided by users or other third parties.

Please note that some jurisdictions may not allow the exclusion of implied warranties, so some of the above exclusions may not apply to you. Check your local laws for any restrictions or limitations regarding the exclusion of implied warranties.

You understand and agree that, by using the App, you are solely responsible for any data, including personally identifiable information, collected or processed via our App.

### **How to contact Accolader with questions**

If you have questions about these terms, you can contact us as described below.

#### **Contact Us**

You can contact us online or by mail at:

Accolader, Inc.

ATTN: Terms of Service Operations

1860 S Acoma Street

Denver, Colorado 80223

Date of Last Revision: March 12, 2021