<u>Quantime Privacy Policy</u>

Our Privacy Policy (this "Policy") explains how we at Quantime Inc. (the "Company") collect, use, and share information when you use our web app "Quantime," its mobile and desktop versions, browser extensions, third-party app integrations (i.e., Asana, Slack, etc) and other associated services (collectively, our "Services").

We take privacy seriously and are committed to protecting it through our compliance with this Policy.

By using Quantime and its Services in any manner, you are agreeing to the practices outlined in this Privacy Policy as well as to the collection and use of your personal information for the purposes of providing you our Services as described below. We will notify all active accounts of any significant changes to this policy to the best of our ability.

What information does Quantime collect?
We collect information about you when you input it into the Services, when you use our Services, and when other sources provide it to us, as described below:

Examples of information provided by you:
- Account and profile, including information with which you register for an account (for example, email address), information with which you create a profile (for example, name), information with which you purchase the Service (for example, billing address), and information with which you want us to contact you (for example, phone number);
- Content, including information you post about tasks (for example, name, due date or estimated time), any other details associated with these task (for example, notes or file attachments), and events (for example, scheduled times for timeblocks), all created within Quantime and/or shared through other platforms such as SMS, browser extensions, and email;
- Preferences, including information on scheduling (for example, start and end of day times or deep work hours) or notifications (for example, frequency or delivery media of task reminders);
- Feedback, including information about your opinion on the product (for example, direct comments from testing or complaints about bugs), as well as interactions with the app (for example, resolving, rescheduling and snoozing a task, or accepting or declining a scheduling recommendation).

Examples of information collected by our technology:
- Schedules, including information about events (for example, start and end times, attendees, recurrence, notes, details, and locations), as obtained through any Connected Accounts and through user input within the Quantime app;

- Content, including information about tasks (for example, name, details, duration, and due date), as obtained through any Connected Accounts and through user input within the Quantime app;
- App usage information, including your engagement and interactions with various parts of the Quantime app.

How does Quantime use this information?
We are committed to collecting, storing and analyzing only that information, which we believe will benefit our users without compromising them, or which we believe will enhance the quality of our technology or research, which in turn will benefit our users. This may take the following forms:
- for task aggregation: content and account information, including data created within Quantime as well as shared from Connected Accounts;
- for task scheduling: content, schedule, preference, feedback and profile information, including data created within Quantime as well as shared from Connected Accounts;
- for time analysis: content and schedule information, including data created within Quantime as well as shared from Connected Accounts;
- for distinguishing you and your device: account and profile information;
- for serving and communicating with you: account and profile information;
- for security: log files may be used to maintain the security of our Services, for fraud detection, and to protect our rights;
- for some inputs, the public internet address you are operating from is saved, for your security (and ours), and for troubleshooting.

Additional Limits on Use of Your Google User Data: Notwithstanding anything else in this Privacy Policy, if you provide Quantime access to the following types of your Google data, Quantime's use of that data will be subject to these additional restrictions:
- Quantime will only use access to read, write, modify or control Gmail message bodies (including attachments), metadata, headers, and settings to provide a web email client that allows users to compose, send, read,and process emails and will not transfer this Gmail data to others unless doing so is necessary to provide and improve these features, comply with applicable law, or as part of a merger, acquisition, or sale of assets.
- Quantime will not use this Gmail data for serving advertisements.
- Quantime will not allow humans to read this data unless we have your affirmative agreement for specific messages, doing so is necessary for security purposes such as investigating abuse, to comply with applicable law, or for the App's internal operations, and even then only when the data have been aggregated and anonymized.

How your information is shared?
Your privacy is important to us. At Quantime, your data and inputs - aggregated, analyzed, organized - are part of the product we offer back to you. Below are the details of this policy:

For individual accounts, no other user can see any of your data or personal information, unless authorized by you; provided, however, that some Quantime staff may have access to individual accounts for customer service, product improvement and research purposes. We may provide features to allow you to share selections of your data, but this will be voluntary and opt-in only, and handled per-situation.

We may share information about user activity and behavior in aggregate. For example, we could share information like, "which type of activity do users most often prefer to do in the afternoons?" This type of analysis is used to enrich the product, to represent our domain expertise to our audiences, to monetize the business, and to improve research on related topics among technology, consulting, and research firms.

If we are required by law to disclose any of the information collected about you, we will attempt to provide you with notice (unless we are prohibited) that a request for your information has been made in order to give you an opportunity to object to the disclosure. We will attempt to provide this notice by email. We will independently object to overly broad requests for access to information about users of our site.

We will send messages about important Quantime news from time to time to your preferred contact account. We will likely continue to introduce ways that you can optionally have Quantime contact you with data that you care about, but you will always be able to turn this on or off.

In addition to providing the above Services to you within the Quantime app, part of our Services and value come from sharing some of the above information with other parties as outlined below:

- Service Providers: content and schedule data for updates made to tasks or events within the Quantime app to be reflected in their counterpart instances within calendaring solutions, including Apple, Google and Microsoft; project management solutions, including Asana; and communication solutions, including Slack.
- Agents: account and profile data for provision of Services by Quantime through account connectivity, including Nylas and its subsidiaries; financial processing, including Stripe and its subsidiaries; analytics services, including Google Analytics and Heap; as well as customer support, including Zendesk and its subsidiaries.

In these cases, we will provide relevant Personal Information to the third-parties in order to benefit the user and/or provide Services.

How do we protect your data?
Your data is always encrypted in transit. All requests with the Quantime web and native apps are encrypted with current best practice SSL configurations.

Your data is always encrypted at rest using the industry standard AES-256 encryption algorithm.

We maintain ongoing vulnerability scanning, security auditing and respond immediately to security concerns.

We take all reasonable measures to protect your information in an effort to prevent any misuse or unauthorized access to your information. Despite our efforts, no security measures are 100% impenetrable and no method of data transmission can be guaranteed against any type of misuse.

How long is your data stored?
We will retain your information only for as long as is necessary for the purposes set out in this Privacy Policy (for example, if you have an account, for as long as your account is active), subject to your right, under certain circumstances, to have certain pieces of your personal information erased, unless a longer period is required under applicable law or is needed to resolve disputes or protect our legal rights.

How can you manage your data?
Upon request, we will provide you with information about whether we hold any of your information along with any details required to be provided to you under applicable law. In certain cases, you may also have a right to:

- Rectify any of your information that is inaccurate;
- Restrict or limit the ways in which we use your information.

Additionally, under California Law, California residents have the right to request in writing from businesses with whom they have an established business relationship:

- A list of the categories of information that a business has disclosed to third parties (including affiliates that are separate legal entities) during the immediately preceding calendar year for the third parties' direct marketing purposes; and the names and addresses of all such third parties.

You also have the right to withdraw your consent to our processing of your information, where our processing is solely based on your consent. You can do this by discontinuing use of the Services, including by closing all of your online accounts with us and contacting us to request that your information be deleted.

You can deactivate your account at any time. Separately, you may send us a request by emailing us at support@quantime.ai within 30 days of account deactivation to delete your data. We will comply to the best of our ability to delete your data within our database, other than in

cases where information may be part of an aggregate calculation or conclusion, but will still remain to be de-identified to the best of our abilities.

How may this change in the future?
We maintain the right to revise and amend this Privacy Policy at anytime. We will post the changes on this page, notify you by sending you an email to the last email address you provided and update the effective date below. Any changes to this Privacy Policy will be effective upon the earlier of five business days following our dispatch of an email notice to you or five calendar days following our posting of notice of the changes on the Services. These changes will be effective immediately for new users of our Services.

Please note that at all times you are responsible for updating your information to provide us with your most current email address. In the event that the last email address that you have provided us is not valid, or for any reason is not capable of delivering to you the notice described above, our dispatch of the email containing such notice will nonetheless constitute effective notice of the changes described in the notice.

In the future, we may also sell to, merge with, buy or partner with other businesses. The information we collect may be among the transferred assets. If our Services are acquired by or merged with another company, we will notify you via this page and email to the email address you last provided to us before any information is transferred and becomes subject to a different privacy policy.

Cookies and Log Files
myquantime.com sends a "cookie" to your computer that contains an identifier that is unique to your browser session. We use this cookie to validate your identity, provide you with a continuous experience, and to record how our site/service is being used. Cookies may also be used to track interaction with Quantime's website and applications.

As is done with most web sites, we log each visit to each web page. A log entry can contain information typically found in the "header" of your web browser's request such as the browser type you used, your Internet Protocol address, and the date and time of day. We may also log your session identifier and the URL of a site that referred you. This log information is important for security, audit, quality improvement, as well as for monitoring the health of our service.

Our policy towards individuals using our Services in the European Union
Currently, our Services are not directed for use in the European Union. As such, we have placed limitations on our end to make such restrictions.

If you are a resident of the European Union, please do not use our Services; if you do so, you're doing so at your own risk and will be held in violation of this Privacy Policy and our Terms of Service.

Our policy towards children using our Services

Our Services are not directed at children under the age of 18 and we do not knowingly collect any information from these children. Parental consent is required for children under the age of 18 to use our Services. We will make reasonable efforts to verify parental consent, taking into consideration the limitations of available technology.

If we learn that we have inadvertently collected information on a child under the age of 18, we will immediately delete that information to the best of our ability.

How can you contact us if you have any questions?

You can contact the Quantime Support Team at support@quantime.ai if you have any further questions regarding this Policy or our data practices.

This version of the Privacy Policy is effective starting August 12, 2019.