

WORKRECORDS PRIVACY NOTICE

WorkRecords, Inc. and its affiliates (collectively, "WorkRecords") respect your privacy. This Privacy Notice describes the types of personal information we collect from individuals using the WorkRecords system, how we use the information, with whom we share it, and the choices you can make about our use of the information. We also describe the measures we take to protect the security of the information and how you can contact us about our privacy practices.

WorkRecords collects and uses your personal information to provide (a) workplace scheduling, labor activity, and reporting services under the WorkRecords brand; and (b) workplace scheduling, advance payment, ridesharing, and similar services under the WorkConnect brand. Additional service offerings may be introduced by us, and in such event, they would be included under this Privacy Notice unless otherwise stated.

Personal Information We Collect

WorkRecords may obtain information about you from various sources.

As a processor of workplace scheduling, labor activity, and time and attendance data, and as provider of related services, we obtain a limited amount of personal information about you from entities operating workplaces, from entities that source labor and other entities in connection with your work activity.

In this context, we receive information (a) to verify your identification and ways to contact you; (b) concerning your skills and certifications; (c) concerning your work history; (d) about the workplace name and location where you work, (e) about the dates and hours you work as entered into the WorkRecords System; (f) concerning your pay rate, and (g) other incidental information you choose to input, such as information about co-workers and your means of transportation.

In addition to information relating to workplace scheduling and labor activity, we may offer other related products and services, either directly or through our business partners. Such products and services may include facilitation of payments to you or on your behalf, rewards programs, and making relevant offers to you for third party services.

We also may obtain information about you from companies that use or facilitate the use of other WorkRecords products or services and from publicly available information systems.

In addition, you may choose to submit information directly to us via several methods, including: (i) on our websites, (ii) at a workplace kiosk or similar device, (iii) through mobile phone apps, (iv) by signing up for a WorkRecords product or service, or (v) through participation in an offer, program or promotion. Importantly, third parties (such as the workplaces, staffing agencies, and other parties you interact with) may disclose information about you to us that those third parties have collected.

The types of personal information we may obtain, or you may choose to provide, include:

- Contact information (such as name, postal or e-mail address, and phone number)
- Work skills and history
- Username and password
- Pay information
- Contact information for other people you would like us to contact
- Other content you provide
- Content you make available through social media accounts or relationships with third parties
- Mobile device unique identifier
- Geo-location data
- Other information (such as workplace preferences, language preference, age, date of birth, gender and family status)

We, our clients and our service providers collect certain information by using automated means, such as cookies and web beacons, and when you interact with our websites, mobile applications, or other digital assets. The information we collect in this manner may include: IP address, browser type, operating system, referring URLs and information on actions taken or interaction with our digital assets. A “cookie” is a text file placed on a computer’s hard drive by a web server. A “web beacon,” also known as an Internet tag, pixel tag or clear GIF, is used to transmit information back to a web server.

We may use third-party web analytics services on our websites and mobile apps. The analytics providers that administer these services use technologies such as cookies and web beacons to help us analyze how visitors use our websites and apps.

We, our clients and service providers may also collect information about your activities on our websites and apps for use in providing you with content and advertising tailored to your individual interests. The information collected for these purposes may include details about things like the particular pages or advertisements you view on our websites and the actions you take on our websites and apps. Please see the “Your Rights and Choices” section of this Privacy Notice to learn about your ability, at any time, to limit the use of data collected by us for online behavioral advertising purposes.

How We Use Personal Information We Collect

We may use the personal information we obtain about you to:

- Process your scheduling and labor activity (including submissions, approvals, and other workplace activities)
- Protect against and prevent fraud, unauthorized transactions, claims and other liabilities, and manage risk exposure and quality with respect to the integrity and security of our system
- Create and manage any accounts you may have with us and respond to your inquiries

- Provide, administer and communicate with you about products, services, and promotions of WorkRecords, its clients, service providers, and advertising partners (including marketing activities)
- Provide, administer, and communicate with our clients, service providers, and advertising partners to process transactions that you participate in or that you may participate in based upon the information you provide to us
- Operate, evaluate and improve our business (including developing new products and services; managing our communications; determining the effectiveness of and optimizing our service offerings; analyzing our products, services, websites, mobile applications and any other digital assets; facilitating the functionality of our websites, mobile applications and any other digital assets; and performing accounting, auditing, billing, reconciliation and collection activities)
- Anonymizing personal information and preparing and furnishing aggregated data reports showing anonymized information, (including, but not limited to, compilations, analyses, analytical and predictive models and rules, and other aggregated reports) for the purpose of advising our clients and business partners regarding past and potential future patterns of workplace participation, spending, fraud, and other insights that may be extracted from this data
- Evaluate your interest in work assignments and contact you regarding such assignments with clients of WorkRecords
- Enforce our [Access Agreement](#), [Terms of Use](#) or other legal rights
- As may be required by applicable laws and regulations or requested by any judicial process or governmental agency having or claiming jurisdiction over WorkRecords or a WorkRecords' affiliate
- Comply with industry standards and our policies

We also may use the information in other ways for which we provide specific notice at the time of collection.

Personal Information We Share

We do not sell or otherwise disclose personal information we collect about you, except as described in this Privacy Notice or as we disclose to you at the time the data is collected.

We share personal information to process scheduling, labor activity, and pay transactions data, and to perform other activities that you request. We may share personal information we collect with our affiliates, clients, financial institutions and other entities as a part of that processing. We also may share personal information with entities that assist with fraud prevention and to ensure the security of the transactions and our processing systems.

In addition, we may share personal information with other third parties with your consent. When WorkRecords acts as a service provider for third parties, we may provide them with personal information we collected on their behalf.

We also may share the information with our service providers who perform services on our behalf. We authorize these service providers to use or disclose the information only as necessary to perform services on our behalf or comply with legal requirements. We require these service providers by contract to safeguard the privacy and security of personal information they process on our behalf.

WorkRecords transfers personal information within the WorkRecords group of affiliated companies subject to the terms of this Privacy Notice or otherwise as we disclose to you at the time the data is collected (e.g. via program specific privacy notice).

On our websites, you may choose to use certain features provided by parties with which we partner and that are not otherwise affiliated with WorkRecords. These features, which may include social networking and geo-location tools, are operated by third parties, including social networks, and are clearly identified as such. These third parties may use or share personal information in accordance with their own privacy policies. We strongly suggest you review the third parties' privacy policies if you use the relevant features.

We may disclose information about you (i) if we are required to do so by law or legal process, (ii) when we believe disclosure is necessary to prevent harm or financial loss, or (iii) in connection with an investigation of suspected or actual fraudulent or illegal activity.

We reserve the right to transfer personal information we have about you in the event we sell or transfer all or a portion of our business or assets. Should such a sale or transfer occur, we will use reasonable efforts to direct the transferee to use personal information you have provided to us in a manner that is consistent with our Privacy Notice. Following such a sale or transfer, you may contact the entity to which we transferred your personal information with any inquiries concerning the processing of that information.

Your Rights And Choices

You have certain rights regarding the personal information we maintain about you. We also offer you certain choices about what personal information we collect from you, how we use that information, and how we communicate with you.

You can choose not to provide personal information to WorkRecords by refraining from participating in workplaces that utilize the services of WorkRecords. You also may refrain from submitting information directly to us. However, if you do not provide personal information when requested, you may be limited in participating in workplace opportunities, and your employer may require participation in the use of the WorkRecords system as a condition of a work assignment. Moreover, you may not be able to benefit from the full range of WorkRecords products and services, and we may not be able to provide you with information about products, services and promotions.

You can at any time tell us not to send you marketing communications based upon behavioral analysis by contacting us as indicated below or through the applicable support link in our online system.

If your employer provides your personal information to WorkRecords, you may have certain choices with respect to WorkRecords' use or disclosure of the information. Please contact your employer to learn about and to exercise your choices.

To the extent provided by applicable law, you may withdraw any consent you previously provided to us, or object at any time on legitimate grounds, to the processing of your personal information. We will apply your data choices going forward. However, you are advised that withdrawing your consent to WorkRecords' use or disclosure of your personal information will affect your ability to schedule a work assignment through the WorkRecords system or input data that is required for a work assignment. Further, you would not be able to access information about other WorkRecords products and services.

Subject to applicable law, you may have the right to: obtain confirmation that we hold personal information about you, request access to and receive information about the personal information we maintain about you, receive copies of the personal information we maintain about you, update and correct inaccuracies in your personal information, object to the processing of your personal information, and have the information blocked, anonymized or deleted, as appropriate. The right to access personal information may be limited in some circumstances by local law requirements. To exercise these rights, please contact us as set forth below.

If we fall short of your expectations in processing your personal information or you wish to make a complaint about our privacy practices, please tell us because it gives us an opportunity to fix the problem. You may contact us by using the contact details provided in the "How To Contact Us" section below. To assist us in responding to your request, please give full details of the issue. We attempt to review and respond to all complaints within a reasonable time.

If you provide us with any information or material relating to another individual, you should make sure that the sharing with us and our further use as described to you from time to time is in line with applicable laws, so for example you should duly inform that individual on the processing of her/his personal data and obtain her/his consent, as may be necessary under applicable laws.

International Data Transfers

Currently, WorkRecords does not process scheduling and labor activity data for data subjects outside of the United States and its Territories. Persons who reside outside of the United States should not submit personal information unless it is otherwise consented to by WorkRecords through our contracts with our clients.

How We Hold And Protect Personal Information

The security of your personal information is important to WorkRecords. We are committed to protecting the information we collect. We maintain administrative, technical and physical safeguards designed to protect the personal information you provide, or we collect, against

accidental, unlawful or unauthorized destruction, loss, alteration, access, disclosure or use. We use SSL encryption on a number of our websites from which we transfer certain personal information.

WorkRecords stores personal information only for as long as it is necessary for the fulfillment of the purpose for which the personal information was collected, unless otherwise required or authorized by applicable law. We take measures to destroy or permanently de-identify personal information if required by law or if the personal information is no longer required for the purpose for which we collected it.

Links To Other Websites

Our websites may provide links to other websites for your convenience and information. These websites may operate independently from WorkRecords. Linked websites may have their own privacy notices or policies, which we strongly suggest you review if you visit any linked websites. To the extent any linked websites you visit are not owned or controlled by WorkRecords, we are not responsible for the websites' content, any use of the websites, or the privacy practices of the websites.

Updates To Our Privacy Notice

This Privacy Notice may be updated periodically and without prior notice to you to reflect changes in our personal information practices. We will post a prominent notice on relevant websites to notify you of any significant changes to our Privacy Notice and indicate at the top of the Notice when it was most recently updated. If we update our Privacy Notice, in certain circumstances, we may seek your consent.

How To Contact Us

If you have any questions or comments about this Privacy Notice, WorkRecords' privacy practices, please e-mail us at: admin@workrecords.com or write to us at:

WorkRecords, Inc.
Attn: Chief Legal Officer
P.O. Box 192605
Dallas, Texas 75219