TradeTapp Privacy Statement

UPDATED

Effective Date: January 1, 2020

Protecting your privacy is important to TradeTapp. This Privacy Statement describes how TradeTapp, Inc. ("TradeTapp," “we," “us" and "our") collects, uses, and discloses personal information in connection with our website (http://app.tradetapp.com), with our sales and marketing activities, and with our suite of tools, services, and applications that help our registered users on the Services, such as general contractors seeking subcontractors for opportunities ("Contractors") and subcontractors seeking opportunities ("Subcontractors"), connect, communicate, measure and mitigate risks during preconstruction activities (collectively, the “Services”).

TradeTapp is offered as a standalone service and may be offered as part of BuildingConnected’s platform. If you are using our Services as part of BuildingConnected, please note that information provided to TradeTapp is governed by this Privacy Statement and information provided to BuildingConnected is governed by BuildingConnected’s Privacy Statement, available at https://www.buildingconnected.com/privacy.

TradeTapp is part of the Autodesk corporate family. In some cases, we share with and receive personal information from other Autodesk companies, including our parent company Autodesk, Inc. and its subsidiaries (collectively, our “affiliates”).

This Privacy Statement describes how we process personal information for our own purposes. We also process personal information on behalf of our customers subject to a written contract. We do not control the data processing or protection practices of our customers, which may differ from those set out in this Privacy Statement. “Personal information” is information that identifies or can reasonably be linked directly or indirectly to an identifiable person.

This Privacy Statement will inform you about the following:

- What Information Does TradeTapp Collect About You?
  - Information you provide us
  - Information we obtain from your use of TradeTapp
  - Information we collect from other parties
- How Does TradeTapp Use the Information It Collects About You?
- How Does TradeTapp Disclose Information?
- How Does TradeTapp Protect and Retain Your Information?
- What Rights and Choices Do You Have?
  - Cookies and Automated Information Collection
- Does TradeTapp Transfer Your Information Across National Borders?
- Children’s Information
- Is the Information You Give Us Ever Displayed Publicly?
- Will This Privacy Statement Change?
- How to Contact Us?
- Your California Privacy Rights

What Information Does TradeTapp Collect About You?
We obtain personal information in different ways. Some personal information is collected directly from you, such as when you sign up for an account or a newsletter on our website. Other information is automatically collected or generated about you when you use the Services, including information obtained using cookies and other tracking technologies. We also obtain certain information about you from third parties, including when you provide your professional contact details and other information about you to those third parties.

Please note that we may collect certain personal information about you in compliance with legal requirements or to perform our obligations under a contractual relationship with you or our customer through whom you use the Services. Failure to provide this information may prevent or delay the fulfillment of these obligations.

**Information you provide us**

We collect personal information directly from you, such as when you create an account with the Services, submit or respond to information for pre-qualification, respond to surveys, and other marketing propositions, sign up for events or newsletters, or contact us. The types of information we collect from you include:

- **Identifiers**, such as your name, phone number, email address, business contact information and business tax ID number, username and account password
- **Professional information**, such as your occupation, industry, work experience and employment history, professional licenses, training and certification details, event attendance details, and other affiliations and qualifications
- **Commercial information**, such as subscription plans and the Services you have expressed interest in; the projections you recently completed and any related details, including safety performance data, backlog data; financial information about your company, as well as financial and insurance details if you choose to submit such data in connection with your TradeTapp profile or pre-qualification opportunities
- **Financial account information**, such as payment information you provide when making a purchase through the Services (a third party processes these transactions on our behalf as described below)
- **Visual, audio, and electronic information**, such as your picture if you choose to upload one, records of our interactions, such as correspondence, details of complaints and their resolutions, service records, and your preferences, including your preferred tools, experience, language and the frequency at which you wish to receive marketing communications

When you make purchases through the Services, we use payment processors (Intuit) and do not store credit card or other payment information (other than confirmation that payment in a certain amount has been made). We collect contact information from you that we pass through to the payment processor to facilitate the transaction. For more information you can read our providers’ privacy notices.

**Information We Obtain From Your Use of TradeTapp**

We automatically collect and generate certain personal information about your use of the Services. These types of information generally include:

- **Identifiers**, such as unique device identifiers, IP addresses, cookie identifiers, product IDs, and account usernames
• **Internet or other electronic network activity information**, such as the website domain visited, dates and times the Services are used, how the Services are accessed, posts, discussions, and other types of engagement on our blogs, and the use of any hyperlinks or downloadable content available through the Services

• **Geolocation information**, such as city and country determined from IP addresses

• **Electronic information**, such as operating systems, device types, information about browsers, information relating to automatic updates and technical errors, information about your use of services, including your preferred tools and experiences, and your engagement with our activities

• **Commercial information**, such as records about interest in the Services, transaction history, or completed purchases

• **Inferences** drawn from any of the personal and application usage information available to TradeTapp

We also use cookies (small text files stored by your web browser when you use websites) and related technologies, such as pixels and beacons (collectively, “Cookies”), to collect and store information when you use our platform, websites, and apps. For more information about cookies and other automated data collection tools, please see “Cookies and Automated Information Collection” below.

**Social networking data** – Our platform may include content, buttons, or other tools that link to another company’s services and/or platform(s) (“Plugins”). We collect information about your use of these features through first- and third-party analytics tools. If the Services you use contain plugins, information can be transferred directly from your device to a third-party provider of services and/or platform. We do not control the data collected by Plugins. If you are logged in to a third-party social network, the social network may be able to link your use of the TradeTapp services to their services and/or platform.

For example, if you interact with the plugins by clicking on “Like”, “Follow” or “Share”, or by writing a comment, this information may automatically appear in your profile on the relevant social network service or platform. Even if you are not logged in, the plugins may send your IP address to social network services and/or platforms. Please note this when using the TradeTapp services.

When you connect to a social networking service or platform on a device that is also used by others, these other users are able to see information that is stored or displayed in connection with your profile on the social networking service page.

**Information we collect from other parties**

We receive and process information from our affiliates and from other third-party sources, such as employers, business partners, business contact databases, enrichment services, marketing service providers, other third-party data aggregators, and social networking platforms (e.g., LinkedIn). We also receive information from publicly-available sources and licensors. The categories of personal information we collect from these sources include:

• **Identifiers**, such as names, phone numbers, email address, business contact information and business tax ID number

• **Professional information**, such as your occupation, industry, work experience and employment history, professional licenses, training and certification details, event attendance details, and other affiliations and qualifications
• **Commercial information**, such as the projections you recently completed and any related details, including safety performance data, backlog data; financial and insurance information about your company
• **Inferences**, such as regarding preferences, behaviors, and other attributes.

We may also receive your personal information from your business partners. For example, Contractors may upload the contact information of their Subcontractors. Your business partners should notify you about our privacy practices before uploading your information to the Services.

**How does TradeTapp use the Information It Collects about You?**

We use your personal information mindfully, and in useful ways, including:

• To validate your identity as necessary to perform our contract with you
• To deliver the Services, technical support, or information that you have requested as necessary to perform our contract governing your use of the Services or to communicate with you
• To send you important information within the scope of our contract with you
• To send you other information you requested, to the extent necessary to perform our contract with you
• To send you suggestions, offers, promotions, newsletters, surveys, or other information, including sending you marketing communications about services and products that may be of interest to you and to solicit your feedback in furtherance of our legitimate interests or, where needed, with consent
• To improve our Services and your experience, as well as the products and services of our affiliates, including through the use of automated systems, machine learning, and advanced analytics, in furtherance of our legitimate interests or, where needed, with consent
• To improve the security of and to troubleshoot the Services as necessary to perform the contract governing your use of the Services
• To customize the content and advertising you see on the Services and elsewhere in furtherance of our legitimate interest or, where needed, with consent
• To understand the market for and use of the Services in furtherance of our legitimate interests
• To detect, prevent, or otherwise address fraud and software piracy (e.g., to confirm that software is genuine and properly licensed) and to protect you, TradeTapp and our affiliates, and third parties in furtherance of our legitimate interests.
• To enforce the legal terms that govern the Services
• To comply with our legal obligations
• To protect the rights, safety and property of TradeTapp, you, or any third party
• To anonymize, de-identify or aggregate your personal information so it can no longer identify you.
• For other purposes, for which we obtain your consent (where we rely on your consent to process personal data, you may withdraw your consent at any time by contacting us at the contact details below or as otherwise indicated to you in writing)

Where we rely on our legitimate interests, you may have the right to object to that processing on the basis of circumstances specific to you. For more information, see “What Rights and Choices Do You Have?” below.
When we process personal data about you to comply with legal requirements or to perform our obligations under a contract with you or with our customer through whom you use the Services, failure to provide such data may prevent or delay our fulfillment of these obligations.

How does TradeTapp Disclose Your Information?

We may share the categories of personal information described in this Privacy Statement with the following categories of persons:

- **Our service providers**, including vendors, consultants, and other service providers who perform services or functions on our behalf, for business purposes. For example, our service providers include companies who support us with marketing, sales, consulting, communications, software maintenance and support, analytics, social media, market research, license compliance, security, user verification, localization, payment processing, order fulfillment, and customer service. Our service providers process your information subject to contractual terms that restrict their ability to use your information.

- **Our business partners**, such as integration partners and channel partners (e.g., resellers), with whom you interact to facilitate your relationship with TradeTapp and those business partners for any of the purposes described in our or those business partners’ privacy statements.

- **Our affiliates** for any of the purposes and uses of information described in this Privacy Statement and to provide you with integrated products and services (including administering purchases, services, and payments across our integrated products and services). Our affiliates may provide you with personalized offers or send you marketing communications about products and services that may be of interest to you with your consent or as otherwise permitted by applicable law.

- **Registered users on the Services**, such as Subcontractors submitting information to Contractors for pre-qualification, for their own purposes.

- **Persons to whom we are required by law to provide information**, such as pursuant to a subpoena or court order.

- **Law enforcement, legal counsel, or other necessary parties** when we have a good faith belief that the disclosure is necessary to prevent or respond to fraud or software piracy, defend ourselves against attacks, or protect the rights, property, and safety of TradeTapp, our customers, and the public.

- **Parties involved in the consideration, negotiation, completion of a business transaction**, including the sale, merger, consolidation, acquisition, change in control, transfer of substantial assets, bankruptcy, or reorganization, and any subsequent integration.

The Services also allows you to share personal information and other content with Contractors or Subcontractors on the Services. We may also disclose your personal information to other parties when we have your consent to do so or when you direct us to, for any purposes requested or permitted by you. Information shared with third parties will be subject to these third parties’ privacy policies and not this Privacy Statement.

We may share aggregate, anonymous, or de-identified demographic, statistical, and other information regarding use of the Services with third parties for marketing and other purposes. Such information will not specifically identify any particular user.

How does TradeTapp Protect and Retain Your Information?
We maintain reasonable physical, administrative, and technological controls to protect your personal information from unauthorized access and disclosure.

We will hold your information for as long as necessary to fulfill the purposes set forth in this Privacy Statement or as long as we are legally required or permitted to do so. We retain your information in order to comply with financial reporting obligations and so that we can establish, exercise, or defend legal claims, including enforcing our rights under contracts. Information may persist in copies made for backup and business continuity purposes for additional time.

What Rights and Choices Do You Have?

You can log-in to your TradeTapp account to manage and update certain personal information using the Services. You can unsubscribe from marketing emails by clicking the “unsubscribe” link contained in such emails. Users can deactivate their accounts by contacting us at support@buildingconnected.com, subject to any contractual constraints. Controls related to cookies and other automated data collection are described in the “Cookies and Automated Data Collection” section below.

Certain jurisdictions grant individuals rights with respect to their personal information. Depending on where you live or applicable law, you may have the right to:

- Withdraw your consent to processing personal information
- Request access to the specific pieces of your personal information that we process or otherwise learn details about our processing of your information
- Update or correct inaccuracies in your personal information
- Have us delete, anonymize, or aggregate your personal information, as appropriate
- Receive a copy of your personal information to transfer it to a third party
- Opt-out of certain disclosures of your personal information to third parties
- Not be denied a good or service for exercising your rights, though you may be provided a different level of service or charged a different rate or price consistent with applicable law

These rights may be limited in some circumstances by local law. For example, even if you asked us to delete your personal information, we may be able to retain it for limited business purposes, to complete transactions you have requested, or to comply with our legal obligations.

You can contact us at support@buildingconnected.com to exercise the rights you may have under applicable law. Consistent with applicable law, we may ask for proof of your identity before fulfilling your request, and we may ask for additional forms of verification depending on the nature of the personal information requested.

California residents, please read the “Your California Privacy Rights” section for additional disclosures and information regarding your rights under California law.

Cookies and Automated Data Collection

Third parties and we collect certain information using cookies and similar technologies (including web beacons, JavaScript tags, and other mechanisms in our websites, apps, and emails) (collectively, “Cookies”) to access, to read, and to write to the storage of a device. The information collected may include unique browser identifiers, IP address, browser and operating system information, device identifiers (such as the Apple IDFA or Android Advertising ID), geolocation, other device information, Internet connection information, as well as details about individuals’ interactions.
with our apps, websites, and emails (for example, the URL of the third-party website from which you came, the pages on our website that you visit, and the links you click on in our websites). We use this information for the purposes described in this Privacy Statement.

Third parties and we can set Cookies. We also allow third parties to set Cookies that we do not control, in particular advertising Cookies (as described below). You can find details of the third parties that set Cookies below.

Some Cookies are known as “session” Cookies. These are deleted after you close your browser; for example, Cookies that keep you logged in throughout a session on our site would be session Cookies. Other Cookies are “persistent” and remain on your device for a longer period. For example, Cookies used to remember your language preferences so that our website will be in the language you prefer when you visit are persistent Cookies.

We use various types of Cookies:

- **Strictly Necessary Cookies.** These Cookies are strictly necessary for us to carry out services that you have requested. For example, we use Cookies to authenticate your login and to keep you logged in, remember your settings on the pages you visit, to allow you to access essential features of our services, and to provide information you request such as customer support information. Strictly necessary Cookies are placed on your device or browser when you visit our website or applications or when you request a service that requires them. If you disable these types of Cookies, you may not be able to access the full functionality of our websites or applications, and we may not be able to fulfill your requests.

- **Performance Cookies.** These Cookies enhance your experience of the TradeTapp services. For example, we use Cookies to display personalized content, perform analytics, measure traffic and usage trends, better understand the demographics of our users, diagnose and fix technology problems, and otherwise plan for and enhance our business.

- **Advertising Cookies.** These Cookies are used to understand your preferences and show relevant advertising to you both on our websites and on third party sites. These Cookies are used to recognize users and their devices, to inform, optimize, and serve ads, and to report on our ad impressions, other uses of ad services, and interactions with these ad impressions and ad services (including how they are related to visits to specific sites or apps). Visit aboutads.info/choices from each of your browsers and devices to learn more about interest-based advertising and about how to opt out from interest-based advertisements delivered by our ad service partners.

You can control the use of Cookies on our websites. You may be able to set your web browser to refuse certain types of Cookies or to alert you when certain types of Cookies are being sent. Use the “Help,” “Options” or “Tools” setting to determine how to do so for your specific browser. Some browsers offer similar settings for HTML5 local storage, and Flash storage may be managed in a similar location. However, if you block or otherwise reject cookies, local storage, JavaScript or other technologies, certain websites (including our websites) may not function properly. You can also opt out of the use of advertising Cookies from certain providers by visiting aboutads.info/choices as described above.

With regard to specific Cookies that we use:

- You can opt out of Google Analytics and customize the Google Display Network ads by visiting the Google Ads Settings page. Google also allows you to install a Google Analytics Opt-out Browser Add-on for your browser.
• To opt out of Fullstory, which we use for session replays, go here.
• To opt out of Intercom, which we use for marketing emails, go here.
• To opt out of Sentry, which we use for error reporting, go here.

If you replace, change, or upgrade your browser or delete your Cookies, you may need to use these opt-out tools again. We do not respond to browser-based do-not-track signals.

Please visit your mobile device manufacturer's website (or the website for its operating system) for instructions on any additional privacy controls in your mobile operating system, such as privacy settings for device identifiers and geolocation. For example, Apple’s iOS devices offer users the ability to “Limit Ad Tracking,” and Android devices allow users to “Opt Out of interest-based ads.” On those devices, you can opt out of all personalized advertising by enabling the respective feature or reset your advertising ID so you see personalized advertising related to only what you have browsed from after the point you reset it.

**Does TradeTapp Transfer Your Information Across National Borders?**

We (and our servers) are based in the United States. We may disclose information to recipients, as described in this Privacy Statement, located elsewhere in the world, including where applicable laws may not protect your personal information equivalently to the country in which you are located. Our Services allow our customers and users to make international data transfers to third parties, for which they are solely responsible.

**Children's Information**

TradeTapp services are designed for adult users. We do not knowingly collect personal information from children under the age of 16 in connection with the TradeTapp services.

In the event we discover we have collected data from a child in a manner inconsistent with the requirements of applicable law, we will promptly delete the data or seek appropriate consent for that collection.

**Is the Information You Give Us Ever Displayed Publicly?**

As always, we urge you to be mindful when deciding to disclose personal information, including on the Services. We offer various places where you can post personal information and content and these posts may be visible to others.

In some cases, you can limit who can view or access the personal information and content you post. In other cases, the information and content might be available to registered members of the Services or to the public. Your name, username, profile image, email address, or other information may be posted along with any message or other content you post through the Services.

If you participate in a TradeTapp blog, you should be aware that the information you provide there will be made broadly available to others who can access that blog. Please recognize that individual blogs may have additional rules and conditions.

If you are posting information you do not want to be disclosed publicly, make sure you are using a Service that allows you to control who sees information you have posted.
Will this Privacy Statement Change?

TradeTapp may change this Privacy Statement to reflect changes in the law, our data handling practices, or the features of our business. The updated Privacy Statement will be available here. We will show the date the Privacy Statement was last updated to help you know when we change it. If we make material changes to our Privacy Statement, we will endeavor to provide you with notice before such changes take effect, such as through prominent notice on our Service or by email.

How to contact us?

If you have questions regarding our practices or this Privacy Statement, or would like to send us requests or complaints relating to personal information, please contact us at support@buildingconnected.com.

Your California Privacy Rights

California law treats certain disclosures of personal information with third parties in exchange for something of value as “sales,” even when no money changes hand. We do not “sell” personal information subject to California law.

We described several types of rights in “What Rights and Choices Do You Have?” If you reside in California, you have rights to access the specific pieces of your information, the right to know details about our processing of your information, the right to request deletion of your personal information, and the right to not be denied goods or services for exercising these rights. You can exercise those rights by emailing us at support@buildingconnected.com.