

## insite.work User Privacy Notice

insite.work is committed to your privacy. This Privacy Notice describes your privacy rights regarding our collection, use, retention, protection, and disclosure of your information. It applies to any insite.work website, application and service (collectively “Service”) where this notice appears or is referenced, regardless of how you access or use them, including mobile devices.

By using this site or any related sites (collectively, “Sites”) where this Privacy Notice is displayed or referenced, you expressly consent to the terms of this Privacy Notice.

It is recommended that you read this Notice thoroughly to understand how we process and protect your data. However, section links are also provided here if you prefer to access a specific part of the information in this Privacy Notice.

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### Collection of information

Whenever you deal with insite.work, we will collect your information in order to provide you service. We collect information from the following sources.

### Information you provide us

We will collect your personal information when you sign up for or use our Services. Personal information means information that reasonably identifies a natural person. The type of personal information we generally collect includes:

- identifying information such as your name, address, phone number, and the company you work for;
- financial information in connection with a transaction you make via our Services for the purpose of reconciling our accounts;
- any information you provide to us when you create your account and register with us such as username, password, email, profile and any other information you put into your account;
- other individual's information you provide us when you add users for using our Services;
- any location or tracking data that you provide through the use of the service,
- any safety, work detail or other information you provide us,
- any additional information you provide us when using our Services;

You may choose whether to give us your personal information. However, you may not be able to access part of or sometimes all of our Services if you prefer not to provide us with the required information. This limitation will be made clear when you are asked to provide the information.

You may provide us with information about others for certain Services, or others (such as your company) may give us your information. These third part provided information will only be used for the specific purpose that it was provided to us for. If you wish to remove your personal information, please contact us through the information provided in the "Contact Us" Section.

### Information we collect automatically

We collect information regarding your interaction with our Services which will help us better understand our users' interests and needs so as to improve and customise our Services.

The information we generally collect automatically may include but not limited to:

- information pertinent to your devices (including mobile devices) such as your device type, your device ID, your operating system and your Web browser type;
- connection information such as your IP address, your internet service provider, your web log information, your web request, and referral URLs;
- location information such as the location information provides to us from your device. You could disable the use of your location service from your device settings if you don't want us to have your location information but this will impact on our capacity to provide the Services;
- your activities on our Website(s) such as your history of comments and other content posting through our services.

We may store such information and analyse it with other information for internal purposes such as tracking the traffic of our website(s) and users of our Services. The use of this information will help us better understand our users and advance our Services.

#### Information we collect from our interactive features

We offer Testimonials and Blog features on our website(s) to interact with our users and customers. Certain information will be collected from the use of these features.

- by posting a testimonial, you agree to insite.work using your testimonial in all media and any with your name.
- any information you provide in our Blog area will be accessible to the public which means the information may be read, collected, and used by others who access them.

If you wish to remove or update your testimonial or blog post, please contact us through the information provided in our “Contact Us” section.

#### Information we collect from other sources

We may collect your information from social media via the following ways.

- We may allow you to use social media sites such as Facebook to create your account and log into your account. You may be provided with the option to share certain

personal information with us when you decide to connect your social media sites with your account. By associating the social media account(s) with your account you authorise us to access the information provided by these social media sites.

- Our website(s) provides social media functions such as the Facebook Like button, or Share button. These functions may collect certain information such as your internet protocol address and your visiting history on our website(s).

### **Cookies and similar tracking technologies**

Cookies and Web Beacons are two main tracking technologies we use to improve the users' experience of our Services. Generally speaking, they are files either placed on your computer or a website to identify your computer, browser and monitor the website usage. They may allow user-specific messaging. We use these technologies to manage our website, track users' activities on the website and analyse trends. You may control the use of cookies at your browser level to fit your privacy preference. However, certain functions of our Services may not work if you disable cookies.

### **How we use the information you provide**

Generally, we use your information to provide you with personalised service and improve user experience with us. We may use your information to

- Provide and manage our Services:
  - supporting your access to the use of our Services;
  - providing options to store, review and update your information on our website,
  - improving the content and features of our Sites via monitoring your use of our Services, and
  - add to our Service database and share any information provided by You with individuals and entities associated with you or Us; further to this We may share any information provided by you with any entity with a lawful right to review that information; this information includes images and assessments associated with your work or the work of others associated with your work,

location history, records of work performed, and safety system implementation.

- Offer better customer service: contacting you to solve problems with your account, responding to your request, and/or resolving a dispute.
- Conduct research and analyse data: insite.work may use your information to research on user demographics, work practices, incident frequency, interests and behaviour. We may share our data and results with advertisers, researches, business partners, publications, and other third parties. However, this information we use and share will not identify users personally.
- Carry our modeling based on the information you provide to us for the propose of predicting events associated with a work activity.
- Inform you of our special offers or other products, services and events. If you choose to opt-in, third parties may use your personal information to contact you about products, services and events that may interest you. However, you can choose opt-out if you don't want to disclose your information to a third party although this may prevent us from providing Services to you.

### Who we may share your personal information with

Your personal information such as your name or username may be accessed by other users or commercial search engines (e.g. Google, Yahoo and Bing) that have access to our website when you submit a public enquiry or post a comment on our Sites.

We may disclose your personal information to other members of insite.work or to third parties below.

- our business partners or subsidiaries who help us provide services to you;
- law enforcement, governmental agencies or other authorised third-parties. We may disclose the personal information to these third parties when insite.work, and any of our users are exposed to legal liabilities. (e.g. a criminal investigation, suspected illegal activities). We will only disclose information we deem relevant to such legal request.
- Insite.work's service providers under contract who help with parts of our business operations such as marketing and technology services. We will only provide the

information necessary for them to perform services for us and not for their own benefit.

- a third party who has the intention to purchase, or merge or acquire any part of insite.work's business. In this case, we will inform the buyer that they must use your personal information only for the purposes disclosed in this Privacy Notice.
- Advertisers (e.g. third-party ad servers, ad networks, and data exchanges). They may use tracking technologies to collect information about your browsing behaviour on our website(s) and match with the information they have previously collected to conclude your interest and display a corresponding advertisement. Our Privacy Notice does not cover any use of information the advertisers may collect from you.
- Any other person or party with your consent to disclosure.

### How we protect your personal information

We protect your personal information by applying physical, electronic, and procedural safeguards such as firewalls, physical access controls to our data centres, and information access authorisation controls. We strive to protect your confidentiality, however, we cannot and do not guarantee the security of any information you transmit on or through our Services. For more enquiries, please contact us through the information provided in the "Contact Us" section.

### How long we keep your information

We will retain your information as long as necessary to provide the Services you have requested or as necessary to comply with our legal obligations, resolve disputes and enforce our policies.

When it is no longer necessary for us to retain your personal information, we will dispose of it securely if it is applicable. When it is not possible to delete it, we will securely store it and isolate it until disposal is possible.

### Third Parties

This Privacy Notice only applies to information received or collected by insite.work from its users or customers. We do not control the privacy practices of third parties. Users who click on a third party link which may display on our website, and visit a third-party site, or interact

with third-party content are subject to the privacy policies of those third parties, where applicable.

### **Children's Privacy**

We do not knowingly collect personal information from users deemed to be children under the age of 18. If at any point we become aware of inadvertently obtaining personal information from a child under the age of 18, we will remove such information from our records where it is not provided with the consent of that person's parent or legal guardian.

### **Your Rights**

We respect your rights to access, correct, request deletion or request restriction of our usage of your personal information. Upon request, we will provide you with information regarding whether we hold, or process on behalf of a third party any of your personal information. You have the right to review, correct, delete or update your personal information through your account or contact us to do so.

You have the right to unsubscribe with us if you do not want to receive certain emails via changing the settings by click the unsubscribe button provided in an email or contact us to do so. If you have any questions or concerns, please contact us through the information provided in the "Contact Us" section.

### **Changes to this Notice**

We may amend this Privacy Notice from time to time. We will post the amended terms on our website. Any such amendment shall take effect on the effective dated shown in the updated Privacy Notice. We may give you a notice on our website or by sending you an email (the email you provide us) prior to the amendment taking effect.

### **Contact us**

If you have any questions or concerns about this privacy notice or our practice of handling information, please reach us through the Contact Us section on the insite.work website.