

Privacy Policy

Dashpivot Services Pty Ltd (ABN 78 606 972 007) is an Australian company with a head office in Sydney, Australia. Dashpivot Services Pty Ltd has prepared this Privacy Policy to explain how we collect, use, protect and disclose information.

If You have any questions about this Privacy Policy, please contact Dashpivot Services Pty Ltd at info@sitemate.com

This Privacy Policy provides the policies and procedures of Dashpivot Services Pty Ltd for collecting, using, and disclosing user information. Invited Users can access Dashpivot Services Pty Ltd's service ("Service") through Dashpivot Services Pty Ltd's "Dashpivot" mobile application and the associated website ("Website"), as more fully described in the Dashpivot Services Pty Ltd Terms of Use ("Agreement"). This Privacy Policy is incorporated by reference and is subject to the Agreement. In the event of any conflict between this privacy policy and the Agreement, the Agreement will prevail.

Information collection and storage

- a) **Information Provided:** when the Subscriber registers a project, Dashpivot Services Pty Ltd collects some information from the Subscriber as well as any Invited Users, such as Your name, phone number, email address, business postal address ("Personal Information").
- b) **Data:** Dashpivot Services Pty Ltd collects, converts and stores the Data You upload, download, or access in connection with the Service. If You add Data to Your account that has been previously uploaded by You or another Invited User, Dashpivot Services Pty Ltd may associate all or a portion of the previous Data with Your account rather than storing a duplicate.
- c) **Log Data:** when You use the Service, Dashpivot Services Pty Ltd automatically records Data from Your desktop computer, laptop, mobile phone, tablet or other consumers electronic device (each, an "Electronic Device"), its software, and Your activity using the Service. This may include the Electronic Device's Internet Protocol ("IP") address, browser type, information You search for on the Website, locale preferences, date and time stamps associated with transactions, metadata concerning Your Data, and other interactions with the Service.
- d) **Cookies:** Dashpivot Services Pty Ltd also uses "cookies" to collect Data and improve the Service. A cookie is a small data file that is transferred to Your Electronic Device. Dashpivot Services Pty Ltd may use "persistent cookies" to save Your registration ID and login password for future logins to the Service. Dashpivot Services Pty Ltd may use "session ID cookies" to enable certain features of the Service, to better understand how You interact with the Service and to monitor aggregate usage and web traffic routing on the Service. You can instruct Your browser, by changing its options, to stop accepting cookies or to prompt You before accepting a cookie from the websites You visit. If You do not accept cookies, however, You may not be able to use all aspects of the Service

Personal information usage

- a) **Personal Information:** in the course of using the Service, Dashpivot Services Pty Ltd may collect Personal Information that can be used to contact or identify You. Personal Information is or may be used: (i) to provide and improve the Service, (ii) to administer Your use of the Service, (iii) to better understand Your needs and interests, (iv) to personalise and improve Your experience, and (v) to provide or offer software updates and product announcements.
- b) **Geo-Location Information:** Some Electronic Devices allow the Website to access real-time location-based information (for example, GPS). Some photos and videos You place on the Website may contain recorded location information. Dashpivot Services Pty Ltd may use this information to optimise Your

experience.

- c) Analytics: some Data may also be collected (by Dashpivot Services Pty Ltd or by a third party service) using logging and cookies, which can sometimes be correlated with Personal Information. Dashpivot Services Pty Ltd uses this information for the above purposes and to monitor and analyse use of the Service, for the Service's technical administration, to increase Service functionality and user-friendliness, and to verify Invited Users have the authorisation needed for the Service to process their requests.

Information sharing and disclosure

- a) Your Use: Your Personal Information will only be available to You, as an Invited User, and the Subscriber. Dashpivot Services Pty Ltd may also share or disclose Your Personal Information with Your consent, for example, if You use a third party Website to access Your account.
- b) Service Providers, Business Partners and Others: Dashpivot Services Pty Ltd may use certain trusted third party companies and individuals to help provide, analyse and improve the Service (including but not limited to data storage, maintenance services, database management, web analytics, payment processing, and improvement of the Service's features).
- c) Third-Party Websites and Applications: Dashpivot Services Pty Ltd is not responsible for what third parties do with Your Personal Information, so You should make sure You trust the website and/or application and that it has a privacy policy acceptable to You.
- d) Compliance with Laws and Law Enforcement Requests - Protection of Dashpivot Services Pty Ltd's Rights: Dashpivot Services Pty Ltd may disclose to outside parties Data stored in Your account or on the Website and Personal Information collected about You when Dashpivot Services Pty Ltd has good faith belief that disclosure is reasonably necessary to (i) comply with a law, regulation or compulsory legal request; (ii) protect the safety of any person from death or serious bodily injury; (iii) to protect Dashpivot Services Pty Ltd's property rights. If Dashpivot Services Pty Ltd provides Your data to a law enforcement agency as set forth above, Dashpivot Services Pty Ltd will remove encryption from the Data before providing them to law enforcement. However, Dashpivot Services Pty Ltd will not be able to decrypt any Data that You encrypted prior to storing them on the Website.
- e) Business Transfers: if Dashpivot Services Pty Ltd is involved in a merger, acquisition, or sale of all or a portion of its assets, Your information may be transferred as part of that transaction, but Dashpivot Services Pty Ltd will notify You (for example, via email and/or a prominent notice on the Website) of any change in control or use of Your Personal Information or Data, or if either become subject to a different Privacy Policy. Dashpivot Services Pty Ltd will also notify You of choices You may have regarding the Personal Information.

Changing or deleting your information

If You are an Invited User, You may review, update, correct or delete the Personal Information provided in Your registration or account profile by changing Your "account settings." In some cases, Dashpivot Services Pty Ltd may retain copies of Your Personal Information if required by law.

Data retention

Dashpivot Services Pty Ltd will retain Your Personal Information for as long as Your account is active or as needed to provide the Service. Dashpivot Services Pty Ltd may retain and use Your Personal Information and Data as necessary to comply with legal obligations, resolve disputes, and enforce agreements. Consistent with these requirements, Dashpivot Services Pty Ltd will try to delete Your Personal Information and Data quickly upon request. Please note, however, that there might be latency in deleting Personal Information and Data from the servers and backed-up versions might exist after deletion.

Dashpivot Services Pty Ltd users

The service allows You, as an Invited User, to make some Data accessible to other non-invited users via email address. You should be aware that any Data You make available to other users may be read, collected, and used by others who access them. Your Data may remain even after You are no longer an Invited User.

Security

Dashpivot Services Pty Ltd follows internationally accepted security standards to protect the Personal Information and Data submitted to the Website, both during transmission and once it is received. No method of electronic transmission or storage is 100% secure, however. Therefore, Dashpivot Services Pty Ltd cannot guarantee its absolute security.

Changes to Privacy Policy

This Privacy Policy has been updated and is effective as of September 4, 2016. This Privacy Policy may change from time to time. If this Privacy Policy is changed in a way that Dashpivot Services Pty Ltd believes materially reduces your rights, Dashpivot Services Pty Ltd will provide You with notice (for example, by email). And Dashpivot Services Pty Ltd may provide notice of changes in other circumstances as well. By continuing to use the Service after those changes become effective, You agree to be bound by the revised Privacy Policy.

Last updated: 10 December 2018