

Last updated: June 24, 2024

Thank you for using RightHire. We are committed to protecting your privacy and, for that reason, we have adopted this Privacy Policy to explain our data collection, use, and disclosure practices for the RightHire services (including its website, and mobile and web-based applications, and any other tools, products, or services provided by RightHire, Inc. that link to or reference this Privacy Policy) (collectively, the “Services”). The Services are owned and operated by RightHire, Inc., a Delaware corporation (“we”, “us” or “our”).

This Privacy Policy applies to information that we collect through the Services, as well as other information provided to us online or offline by third parties, when we associate that information with customers or users of the Services; however, it does not apply to information collected from our employees, contractors, or vendors. It also does not apply to information that you share with third parties or is collected by third parties through the Services (including web traffic analytics tools). You acknowledge and agree that RightHire Inc. is not responsible for the data collection or use practices of any other Services user or third party utilized in providing the Services.

This Privacy Policy describes, among other things:

Personal and other information we collect about you;
How we use your information;
How we may share your information with third parties; and
Your choices regarding the personal information we collect about you.

Our Services are used by employers to administer assessments to current or potential employees to evaluate a variety of cognitive abilities and work personality characteristics.. Employers can create their own assessments or use assessments included in the Services. These terms apply to both assessment takers (such as employees and potential employees), and assessment creators (such as employers). By taking an assessment via our Services, you expressly consent to us sharing the results of that assessment with the person or legal entity identified in the assessment invitation. By sending an assessment via our Services, you expressly consent to us sharing your personal information with the assessment taker, to identify you as the requester of the assessment and recipient of its results.

Consent

By accessing or using the Services, you consent to this Privacy Policy. If you do not agree with this Privacy Policy, please do not access or use the Services. Information gathered through the Services may be transferred, used, and stored in the United States or in other countries where our service providers or we are located. If you use the Services, you agree to the transfer, use, and storage of your Personal Information (as defined below) in those countries. The data protection and other laws of the United States and other countries might not be as comprehensive as those in your country. You agree that all transactions relating to the Services or RightHire Inc. are deemed to occur in the United States, where our servers are located.

Collection of Your Personal and Other Information

When you register for, or use our Services, we collect Personal Information. By “Personal Information” we mean information that can identify an individual, such as:

- a. Names;
- b. Personal or business addresses;
- c. Email addresses;
- d. Phone numbers;
- e. Your answers to assessments administered through the Services;
- f. The results of your assessments administered through the Services;
- g. Government-issued identification numbers;
- h. Unique identifiers (arbitrary codes or series of characters we create or are provided from a third party to identify unique users or devices) that are connected or may reasonably be connected to your identity;
- i. Credit card information (which you submit for payment purposes); and
- j. Information contained in any image, photograph or profile you submit to us.

For users who are logged into their account and users filling in assessments, we use session recording technology to document your interaction with the Services (a “Session Recording”), which may include both Personal Information and non-Personal Information. By using the Services, you expressly consent to our creation and use of Session Recordings.

You may choose not to provide Personal Information, (subject to the controls offered by your mobile device’s operating system), but this may prevent you from receiving certain features of the Services.

We also collect non-Personal Information relating to the Services, that is, information that does not personally identify an individual. The non-Personal Information we collect includes how you interact with the Services, information generally collected or “logged” by Internet websites or Internet services when accessed or used by users, and information about your web browser or device accessing or using the Services.

Examples of the non-Personal Information we collect are:

- a. Your Internet Protocol (IP address);
- b. Information about your computer or mobile device, such as its maker or operating system version, and HTTP header information;
- c. The pages and features of our website that you viewed during a visit;
- d. What information, content or advertisements you view or interact with using the Services;
- e. Language preferences;
- f. The city and state in which you are located (but not your precise geographic location); and
- g. Unique identifiers that are not connected and cannot reasonably be connected to your identity.

We will not use non-Personal Information to try to identify you, and if we associate any non-Personal Information with information that personally identifies you, then we will treat it as Personal Information. As discussed in more detail below, we sometimes use cookies and other automatic information gathering technologies to gather non-Personal Information.

Information collected by the Services may be collected by us or one of our service providers acting on our behalf, but in either case, this Privacy Policy will govern the collection, use, and sharing of the information.

Use of Your Information

We may use the information we collect to:

- a. Assist us in providing, maintaining, and protecting the Services;
- b. Set up, maintain, and protect accounts to use the Services;
- c. Improve our online operations;
- d. Process transactions;
- e. Provide customer service;
- f. Communicate with you, such as provide you with account or transaction related communications, or other newsletters, RSS feeds, and/or other communications relating to the Services;
- g. Send or display offers and other content that is customized to your interests or preferences;
- h. Perform research and analysis aimed at improving our products and services and developing new products or services, including improving and expanding our assessments and related analytics; and
- i. Manage and maintain the systems that provide the Services.

We use Session Recordings to assist us in providing, maintaining, and improving the Services. Session Recordings are retained while they have a useful business purpose for us, generally three (3) months.

Disclosure of Your Information

We may disclose your Personal Information to third parties as described below.

We may disclose Personal Information to provide the Services, or when you authorize or instruct us to do so. For example, if you are a job applicant or employee being asked by a potential or current employer to provide information or take an assessment, we disclose information you provide, including Personal Information, as well as the answers and results of assessments we administer to you, and related analytics to your potential or current employer. We may also disclose Personal Information and non-Personal Information to companies, agents, contractors, service providers, or others engaged to perform functions on our behalf (such as processing of payments, provision of data storage, hosting of our

website, marketing of our products and services, conducting audits, and performing web analytics). We may license third party software to include in or use with the Services, in which case we may disclose Personal Information and/or Non-Personal Information to the licensor. Our Session Recording technology is licensed from a third-party provider, which stores the Session Recordings.

We may also disclose your Personal Information to third parties when we believe, in good faith and in our sole discretion, that such disclosure is reasonably necessary to (a) enforce or apply the terms and conditions of the Services, including investigation of potential violations thereof, (b) comply with legal or regulatory requirements or an enforceable governmental request, (c) protect the rights, property or safety of us, our users or other third parties, (d) prevent a crime or protect national security, or (e) detect, prevent or otherwise address fraud, security or technical issues.

We reserve the right to transfer information (including your Personal Information) to a third party in the event of a sale, merger, or transfer of all or substantially all of the assets of our company relating to the Services, or in the unlikely event of a bankruptcy, liquidation, or receivership of our business. We will use commercially reasonable efforts to notify you of such transfer, for example via email or by posting notice on our website.

Lastly, we may also disclose non-Personal Information, aggregated with information about our other users, to our clients, business partners, merchants, advertisers, investors, potential buyers and other third parties if we deem such disclosure, in our sole discretion, to have sound business reasons or justifications.

Cookies and Automatic Information Gathering Technologies

Every time you use the Services (e.g., access a Service webpage, navigate to a specific location within the Service mobile app), we collect non-Personal Information (discussed above in Section 2) regarding that use. For example, to improve our Services, we collect how, when, and which parts of the Services or its features you use. Also, we may use your device's unique identifier (UDID), media access control address (MAC Address), or other unique identifiers to assist us in collecting and analyzing this data.

To assist us in collecting and storing this non-Personal Information, we may employ a variety of technologies, including "Cookies," local browser storage, and "Web Beacons." A "Cookie" is a small amount of data a website operator, or a third party whose content is embedded in that website, may store in your web browser and that the website operator or, as applicable, the third party, can access when you visit the website. A Cookie may also refer to web-browser-based storage provided by Adobe's Flash plugin (a "Flash Cookie"). The Service's Cookies may contain user preferences, unique identifiers, and other non-Personal Information. A "Web Beacon" is a small, usually-transparent image placed on a web page that allows the operator of that image, which may be the operator of the website you visit or a third party, to read or write a Cookie.

Your operating system and web browser may allow you to erase information stored in

Cookies, Flash Cookies, and local browser storage. But if you do so, you may be forced to login to the Services again and you may lose some preferences or settings. You may also be able to set your browser to refuse all website storage or to indicate when it is permitted, but some features of our Services may not function properly without it. We may use Cookies to keep you logged in, save your preferences for the Services, and to collect information about how you use our Services.

More information about managing Cookies is available [here](#). Cookie management tools provided by your browser may not affect Flash Cookies. More information about managing Flash Cookies is available [here](#). To learn how to manage privacy and storage settings for your local browser storage, please refer to the end user documentation for your browser.

To help us collect this information, we use third-party software and services. These third parties' collection and use of non-Personal Information are subject to their own privacy policies, which you can read here: [inspectlet](#) .

Transparency and Choice; Do Not Track Signals

You may request access to your Personal Information by sending an email to support@righthire.com. We will try to locate and provide you with your Personal Information and give you the opportunity to correct this data, if it is inaccurate, or to delete it, at your request. But, in either case, we may need to retain it for legal reasons or for legitimate business purposes. However, we (and you) are not able to control information that you have already shared with other users or made available to third parties through the Services, including to a potential or current employer.

We ask individual users to identify themselves and the information requested to be accessed, corrected, or removed before processing such requests, and we may decline to process requests that are unreasonably repetitive or systematic, require disproportionate technical effort, jeopardize the privacy of others, would be extremely impractical (for instance, requests concerning information residing on backups), or relate to information that is not associated with your Personal Information. In any case, where we provide information access and correction, we perform this service free of charge, except if doing so would require a disproportionate effort.

Please be aware that if you request us to delete your Personal Information, you may not be able to continue to use the Services. Also, even if you request that we delete your Personal Information, we may need to retain certain information for a limited period of time to satisfy our legal, audit and/or dispute resolution requirements.

You can opt out of receiving marketing emails from us by clicking on the "unsubscribe" link in the e-mails. Please note that it may take up to ten (10) business days for your opt-out request to be processed. Also, even if you opt out of marketing emails, we may continue to send you certain account-related emails, such as notices about your account and confirmations of transactions you have requested.

Children

The Services are not intended for users under 18 years of age. We do not knowingly collect Personal Information from users under 18 years of age. We do not authorize users under 18 years of age to use the Services.

Information Security

We utilize reasonable information security measures to safeguard your Personal Information against unauthorized access, modification, or destruction. For example, we utilize Secure Socket Layer (SSL), Transport Layer Security (TLS), or similar encryption technology when sensitive data is transmitted over the Internet, and use firewalls to help prevent external access into our network. However, no data transmission over the Internet and no method of data storage can be guaranteed to be 100% secure. Therefore, while we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its security.

We restrict access to Personal Information to our employees, contractors, and agents who need to know that information in order to operate, develop, improve or support our Services. If we share Personal Information with service providers, we require that they also use reasonable information security measures to safeguard your Personal Information, comply with any applicable laws or regulations with respect to information security, and only use your Personal Information for the purposes for which we share it with them.

Third Party Websites.

Please note that the Services may link or integrate with third-party sites, services or apps, including analytics tools. We are not responsible for the privacy or security policies or practices or the content of such third parties. Accordingly, we encourage you to review the privacy and security policies and terms of service of those third parties so that you understand how those websites collect, use, share and protect your information.

Changes to this Policy

We may modify or update this Privacy Policy periodically with or without prior notice by posting the updated policy on this page. You can always check the "Last Updated" date at the top of this document to see when the Privacy Policy was last changed. If we make any material changes to this Privacy Policy, we will notify you by reasonable means, which may be by e-mail or posting a notice of the changes on our website prior to the changes becoming effective. We encourage you to check this Privacy Policy from time to time. IF YOU DO NOT AGREE TO CHANGES TO THIS PRIVACY POLICY, YOU MUST STOP USING THE SERVICES AFTER THE EFFECTIVE DATE OF SUCH CHANGES (WHICH IS THE "LAST UPDATED" DATE OF THIS PRIVACY POLICY).

Questions

To ask questions about our Privacy Policy or to lodge a complaint, contact us at:

RightHire, Inc.
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