PRIVACY POLICY

Effective Date: June 11, 2025

Your privacy is extremely important to us. To better protect you, we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used.

This Privacy Policy relates to information collected by JS Workspace (referred to in this Privacy Policy as "JS Workspace ", "we", "us" or "our") through your use of our website and our services, resources and information available on our website (which are collectively referred to in this Privacy Policy as the "JS Workspace ").

If you do not agree with the use of your personal data in accordance with this policy, do not use JS Workspace's services.

Scope of this Privacy Policy

Please be aware that this Privacy Policy does not govern all information that JS Workspace may process. Our commitment to our customers and service providers is governed by a separate Data Protection Addendum. This Privacy Policy is also incorporated into and governed by our Terms of Use.

Any capitalized words we use in this Privacy Policy that we do not define here will have the same meaning as in our Terms of Use. Our commitments to employees are governed by our internal employment policies. In all cases, we are committed to transparency with our customers and employees and to protecting the privacy of their data.

What information do we collect?

You will need to create an account to take advantage of certain features of JS Workspace. If you wish to create an account, you will be required to provide us with information (including both personally identifiable information and non-personal information). Additionally, we may obtain your personally identifiable information if you identify yourself to us by sending us an email with questions or comments.

In accordance with your use of JS Workspace, we collect two types of information:

Personally Identifiable Information:

Personally identifiable information identifies you or can be used to identify or contact you. Examples of personally identifiable information may include your name, IP address, company name, job title, address, email address, phone number, and billing and credit card information.

Non-Personally Identifiable Information:

Non-personally identifiable information is information, any single item of which, by itself, cannot be used to identify or contact you, which may include demographic information (such as age, occupation, business industry, gender, current location or zip code), IP addresses, browser types, domain names, and statistical data involving your use of JS Workspace . Certain non-personally identifiable information may be considered part of your personally identifiable information if it is combined with other identifiers (for example, combining your zip code with your home address) in a way that allows you to be identified. But the same information may be considered non-personally identifiable information when it is taken alone or combined only with other non-personally identifiable information (for example, your account preferences).

Why do we need your personal data?

We do not sell any data, including your personal data. We will only collect and process your personal data in compliance with applicable data protection and privacy laws. We need to collect and process certain personal data to provide you with access to JS Workspace. If you registered with us, you will have been asked to tick a checkbox indicating your agreement to provide this data in order to access our services. This consent provides us with the necessary legal basis to process your data in accordance with applicable law. You have the right to withdraw this consent at any time.

We collect information automatically when you use our Services, such as when you browse our websites or take specific actions, including:

- Your use of the Services: We track information about your interactions with our Services, such as the features you use, the tasks, projects, teams, and links you access, the type, size, and names of attached files, your most frequent search terms, and your interactions with others. We also collect data about the teams and

individuals you work with, as well as the frequency and manner of your communication and collaboration.

- Device and Connection Information: We collect information about your computer, mobile phone, tablet or other device that you use to access the Services. This device information includes your connection type and settings when you install, access, update or use our Services. We also collect information about your device, such as your operating system, browser type, IP address, referring/exit page URLs, device identifiers and crash data. We use your IP address and/or country preference to approximate your location and provide you with a better experience with the Services. The amount of this information we collect depends on the type and settings of the device you use to access the Services.

- Cookies and Other Tracking Technologies: JS Workspace and our third-party partners, such as our advertising and analytics partners, use cookies and other tracking technologies (e.g., web beacons, device identifiers, and pixels) to provide functionality and to recognize you across different Services and devices. For more information, please see our Cookies and Tracking Policy, which includes information on how to control or disable these cookies and tracking technologies.

- Log Files: We collect non-personally identifiable information through our Internet log files, which record data such as users' IP addresses, browser types, domain names, and other anonymous statistical data relating to the use of JS Workspace. This information may be used to analyze trends, administer JS Workspace, monitor the use of JS Workspace, and gather broad demographic information. We may link this information to personally identifiable information for these and other purposes, such as personalizing your experience on the JS Workspace Service and evaluating JS Workspace in general.

Information we receive from other sources

We receive information about you from other JS Workspace users, third-party services, and our business and channel partners.

- Other Users of the Services: Other users of our Services may provide information about you when they submit content through the Services. For example, you may be mentioned by someone else in a task, or a team member may submit content

about you to JS Workspace. We also receive your email address from other users of the Services when they provide it to invite you to the Services. Similarly, an administrator may provide your contact information when designating you as another administrator for a task, team, or a Business or Unlimited Account.

- Other services you link to your account: We receive information about you when you or your administrator enable third-party applications or integrate or link a third-party service with our Services. For example, you or your administrator may also integrate our Services with other services you use, such as to allow you to access, store, share, and edit certain third-party content through our Services. For example, you may authorize our Services to access and display files from a third-party document sharing service within the Services interface. The information we receive when you link or integrate our Services with a third-party service depends on the settings, permissions, and privacy policy controlled by that third-party service. You should always check the privacy settings and notices on those third-party services to understand what data may be disclosed to us or shared with our Services.

- Other partners: We may receive information about you and your activities on and off the Services from third-party partners, such as advertising and market research partners who provide us with information about your interest in and engagement with our Services and online advertisements, or where you give such third parties permission to share information with us or where the information is publicly available online or through your device or browser data.

- Use of Information Received and Transfer of Data: Use of information received by JS Workspace and transfer of information to any other Google API application will comply with the Google API Services User Data Policy, including the Limited Use Requirements.

Your rights

- Opt-out : You may contact us at any time to opt-out of: (i) direct marketing communications; (ii) automated decision-making and/or profiling; (iii) our collection of sensitive personal data, if any; or (iv) any new processing of your personal data that we may undertake beyond the original purpose. Please note that your use of some of the Platforms may be ineffective after opting out.

- Access: You can access the data we hold about you at any time by exporting your team data (if you are an administrator) or by contacting us directly.

- Change: You may also contact us to update or correct any inaccuracies in your personal data.

- Move: Your data is portable - that is, you have the flexibility to move your data to other service providers as you wish.

- Erase and forget: In certain situations, for example when the data we hold about you is no longer relevant or is incorrect, you can request that we erase your data.

Where will the data be transferred?

Your data, including personal data we collect from you, may be transferred to, stored at, and processed by us and other third parties outside the country in which you reside, including but not limited to the United States, where data protection and privacy regulations may not offer the same level of protection as in other parts of the world. By using our platform, you consent to such transfer, storage or processing, subject to the terms of our Data Protection Addendum. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this policy. Unless otherwise stated in our Data Protection Addendum, your team's project and task data will not be transferred to third parties. The only data we share with third parties is for analytics, error tracking, and marketing purposes.

How long will the data be stored?

We will only retain your personal data for as long as reasonably necessary for you to use the Website/App(s) and/or to provide you with the Services, unless a longer retention period is required or permitted by law (e.g. for regulatory purposes).

Do we collect information from children under 16?

The JS Workspace service is not designed for or directed to children under the age of 16. We are committed to protecting the privacy of such children and do not knowingly collect personally identifiable information from anyone under the age of 16.

What do we do with the information we collect?

In general, we use the information we collect to provide you with a great overall experience while using JS Workspace , to help us understand who uses JS Workspace , for internal operations such as operating and improving JS Workspace , to contact you for customer service and billing purposes, and to facilitate the delivery of our advertising in some cases.

We use your information to send you a welcome email when you create an account, when you are invited to JS Workspace , or when you sign up for a demo, webinar, or to receive our newsletter. We may also use your information to send you other email communications related to the JS Workspace website and to give you the option to reactivate an inactive account. When necessary, we will always provide you with the option to unsubscribe in any email we send you.

We may also use the information we collect to perform statistical analysis of user behavior or to evaluate and improve JS Workspace. We may link some of this information to personally identifiable information for internal purposes or to improve your experience with JS Workspace.

When do we disclose information to third parties?

Except as set out in this Privacy Policy, the Cookie Policy or the JS Workspace Data Protection Addendum or as specifically authorized by you, we will not disclose any information to any third party outside of JS Workspace .

Laws and Legal Rights

We may disclose your information (including personally identifiable information) if we believe in good faith that we are required to do so in order to comply with an applicable statute, regulation, rule or law, a subpoena, a search warrant, a court or regulatory order, or other valid legal process. We may disclose personally identifiable information in special circumstances when we have reason to believe that disclosing this information is necessary to identify, contact or bring legal action against someone who may be violating our Terms of Service, to detect fraud, or to protect the safety of our users, JS Workspace, or the public. We are subject to the investigatory and enforcement powers of the Federal Trade Commission (FTC).

We may also be required to disclose an individual's personal information in response to a lawful request by public authorities, including to meet national security or law enforcement requirements.

External Contractors

We may employ independent contractors, vendors, and suppliers (collectively, "Outside Contractors") to provide specific services and products related to JS Workspace , such as hosting, credit card processing, fraud screening, and hosting email lists for JS Workspace . In the course of providing products or services to us, these Outside Contractors may have access to information collected through JS Workspace, including your personally identifiable information. We require these contractors to agree to:

1. Protect the privacy of your personally identifiable information in accordance with this Privacy Policy or the Data Protection Addendum;

2. Not to use or disclose your personally identifiable information for any purpose other than to provide us with the products or services we have contracted you to provide or as required by law. Please see our Data Protection Addendum for more information about subprocessors.

Business Sale

We reserve the right to transfer information to a third party in the event of a sale, merger, or other transfer of all or substantially all of the assets of JS Workspace or any of its Corporate Affiliates (as defined herein), or that portion of JS Workspace or any of its Corporate Affiliates to which the Service relates, or in the event we discontinue our business or file or have filed a petition against us in bankruptcy, reorganization, or similar proceeding, provided that the third party agrees to adhere to the terms of this Privacy Policy.

Affiliates

We may disclose information (including personally identifiable information) about you to our Corporate Affiliates. For the purposes of this Privacy Policy, "Corporate Affiliate" means any person or entity that, directly or indirectly, controls, is controlled by, or is under common control with JS Workspace , whether by ownership or otherwise. Any information relating to you that we provide to our Corporate Affiliates will be treated by such Corporate Affiliates in accordance with the terms of this Privacy Policy.

Does this Privacy Policy apply when I link to other websites or services?

JS Workspace may provide you with access to other websites and services. Please be aware that we are not responsible for the privacy practices of any websites or services other than JS Workspace. We encourage you to read the privacy policies or statements of each of these websites and services. This Privacy Policy applies solely to information collected by us through JS Workspace.

Is the information collected by JS Workspace secure?

We take precautions to protect the security of your information. We have physical, electronic, and managerial procedures in place to help safeguard, prevent unauthorized access, maintain data security, and use your information correctly. However, neither people nor security systems are infallible, including encryption systems. In addition, people can commit intentional crimes, make mistakes, or fail to comply with policies. If applicable law imposes a non-negligible duty to protect your personally identifiable information, you agree that intentional misconduct will be the standard used to measure our compliance with that duty. For more information about our policies and the standards we use to ensure security, please see our Security Policy.

May my information be transferred to other countries?

Personally identifiable information collected on JS Workspace may be transferred to, stored, and processed by us and third parties located in countries outside your jurisdiction, including but not limited to the United States, where data protection and privacy regulations may differ from the laws of your country. By using our services, you voluntarily consent to the cross-border transfer and processing of your data as described in this Privacy Policy. We will take all necessary steps to ensure that your data is treated securely and in accordance with the provisions of this policy. However, if provided for in our Data Protection Addendum, your team's project and task information will not be transferred to third parties. Only data necessary for analytics, bug tracking, and marketing purposes may be shared.

Privacy rights

You have the right to access, correct, and delete your personal information as provided by applicable laws and regulations. If you reside in a jurisdiction with specific data

privacy regulations, you may exercise the rights granted by those laws, including the rights of access, correction, deletion, and data portability.

What can we do with the information we collect?

We use the information we collect to provide you with a more efficient experience when using JS Workspace. This includes:

- Help personalize and improve the services offered.

- Send you communications, such as welcome notifications, updates about our platform, and invitations to events or new features.

- To send newsletters and other types of communication, always offering the option to unsubscribe.

We may also perform data analysis to evaluate the use of the service and identify improvements, and may link non-personal information with identifiable data to improve the user experience.

When do we share information with third parties?

Except as expressly authorized by you or as set out in this Privacy Policy, or the Data Protection Addendum, we will not share your personal information with any third parties outside of JS Workspace. However, we may share your information with third party contractors, such as hosting service providers, payment systems, and other vendors who assist in the operation of JS Workspace. These third parties are contractually obligated to protect the confidentiality of your data.

Updates and Fixes

You can update or correct your personal information at any time by accessing your profile in JS Workspace or by contacting our support team. To ensure the security and privacy of your information, we will take reasonable steps, such as password authentication, before granting access or making corrections.

While we may remove or update data in live systems, it is important to note that complete removal of all records may not be technically possible due to the need to maintain backups to prevent data loss.

Do Not Track Policy

We do not take specific actions in response to Do Not Track requests sent by browsers, as we do not track personal information unless it is explicitly necessary to provide the requested services.

Data transfer and security

All data provided is stored and processed in accordance with the best information security practices. However, we must emphasize that, although we take all necessary measures to protect your information, no security solution is 100% infallible. If you have any questions about the security of your data or would like more information about our protection practices, please consult our Security Policy.

How will I know if there are changes to this Privacy Policy?

JS Workspace may update this Privacy Policy from time to time. If the changes involve significant changes to the use or disclosure of your personal information, we will contact you by email to let you know. Minor changes that do not materially impact the treatment of your personal information may not require email notification. We encourage you to check this page regularly to stay informed of possible changes. If you find that any change is unacceptable, please contact us immediately and discontinue use of JS Workspace until the matter is resolved. Your continued use of JS Workspace after any change to this policy that does not materially change the use or disclosure of your personal information will indicate your acceptance of the changes.

How can I contact you if I have questions about privacy?

If you have questions or concerns regarding this Privacy Policy or believe that we are not adhering to the terms described herein, please contact our Privacy Officer using the following options:

- Email: support@jsworkspace.com

- Mailing Address: 153 Sugar Belle dr, Ste B-197, Winter Garden, Fl, 34787

Important: We ask that you do not send or share sensitive personal data (such as identification numbers, information about your racial or ethnic origin, political or religious beliefs, health, biometric characteristics, criminal background, or trade union membership) to us through JS Workspace or otherwise.

If you share sensitive personal information when using our services, you consent to the processing of such data as set out in this Privacy Policy. If you do not agree to the processing of such information, we ask that you do not submit such data to our platform.

By using JS Workspace, you acknowledge that you have read and accepted this Privacy Policy. If you do not agree with it, we recommend that you do not use our services. Your continued use after changes to this policy are made that do not materially affect the use or disclosure of your personal information will constitute your acceptance of those changes.