

Privacy Policy

Effective September 2nd, 2022

Timeli Enterprises LLC (“Timeli”, “we”, or “us”) recognizes the importance of privacy and this Privacy Policy (or “Policy”) is to help you understand and describe how we collect, use, and disclose your data:

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1. Collection

We collect data about you directly from you and automatically through your use of our website. We may combine data automatically collected with other data that we have collected about you including from publicly available sources. In order to help you protect yourself and your data, we encourage you to provide only that data that is necessary for using our Website.

- a. Timeli is not directed to children under thirteen (13) years of age and we do not knowingly collect data from children under 13.
- b. A Timeli user may voluntarily give us certain data. This can include names, email addresses, and phone numbers; email addresses of other people; the subject of the meeting; and any other data provided to us or as required by the Timeli user.
- c. A Timeli user may connect their calendar with Timeli. Our calendar integration only checks the duration and free/busy status of the events in your calendar so that we don't book you when you're busy.
- d. If you purchase a premium version of Timeli, our third-party payment processors will collect and store your billing address and credit card data.

Data collected automatically. Like many websites, technologies to receive and store certain types of data when you interact with us through your device. Using these technologies helps us customize your experience with our website, improve your experience:

- e. When you use Timeli, our servers automatically record data, including data that your browser sends whenever you visit our website. This log data may include the web address you came from or are going to, your device model, operating system, browser type, unique device identifier, IP address, mobile carrier, and time zone/location.
- f. Third Party Tools. Subject to your selected preferences (see ‘Your rights’ below), we use third-party service providers to provide certain analytics in connection with our operation of our website, including the collection and tracking of certain data and data regarding the characteristics and activities of visitors to Timeli. You may opt-out of relevant cookies using opt-out features on their respective websites.

2. How we use your data

We may use data that we collect about you to:

- a. We will use your data to provide our website to you; we use the payment data you provide to us in order to alert you of, to allow us to present the billing history, and to perform internal financial processes.
- b. Improve our products. Analysis about your use of, or interest in our products.
- c. We may send you service emails to ensure the service is working properly.
- d. Subject to your preference, we may send you emails about new product features or other news about Timeli or on topics we think would be relevant to you.
- e. We may contact you to inform you about changes in your services, our service offering and other important service-related notices.
- f. We may use your data to comply with applicable legal obligations as well as to protect our rights and interests as well as the rights and interests of our users and any other person.

3. Sharing your data.

We do not sell your data to any third parties or disclose it in exchange for money or other valuable consideration. We do not share your data with others except as indicated within this Policy, or when we inform you at a subsequent time.

We may share your data as follows:

- a. With third-party service providers, contractors, or government entities.
- b. We use third-party service providers services on our behalf or to assist us with providing services to you such as: to process payment card transactions, sending emails hosting, IT services, or customer service;
- c. With service providers and government entities for legal, security, and safety purposes. This includes sharing data to enforce policies or contracts, address security breaches, and assist in the investigation of fraud, security issues, or other concerns.
- d. If we believe that disclosure is reasonably necessary to comply with a law, regulation, legal, or governmental request; to enforce applicable Terms of Service or this Policy.

4. Your rights

In order to keep your data accurate and complete, you can log in to review and update your account data. You may also contact us to:

- a. request the personal data we have collected from you or request the rectification or deletion of such data. We will do our best to honor your requests subject to any legal and contractual obligations.
- b. if you do not wish to receive promotional emails from us, you may opt out at any time by using the link in the email itself. Please note that it may take up to ten (10) days to process your request.
- c. These rights could include but are not limited data subject rights (“DSARs”) under the General Data Protection Regulation (“GDPR”) or the California Consumer Privacy Act of 2019 and any subsequent amendments (“CCPA”).
 - i. For business purposes in the last twelve months, Timeli may have collected, used, and shared your data as described in this Policy. California consumers

have a right to: (1) request access, correction, and deletion of this data, (2) opt out of the sale of that data, and (3) not be discriminated against for exercising one of these California privacy rights. Timeli does not discriminate against individuals for exercising their privacy rights.

Contact us at hello@timeliapp.com with questions about this section 5 or other part of this Policy.

5. Security of your data

We take reasonable and appropriate steps to protect the data entrusted to us and treat it securely in accordance with this Policy. We implement safeguards designed to protect your data from accidental/unlawful destruction, loss, alteration, and unauthorized dissemination. We will retain your data as needed to fulfill the purposes for which it was collected or as needed to fulfil our business needs or legal requirements.

6. Users outside the US

- a. If you are an individual located in another jurisdiction outside of the US with laws governing data processing that differ from US laws, please be aware that data we collect will be processed and stored in the US States or in other countries where we or our service providers have operations. By submitting your data to Timeli, you understand and acknowledge to have your data transferred to, US or another jurisdiction which may not offer the same level of privacy protection as those in the country where you are located.

7. Changes and contacting us

This Policy is current as of the Effective Date set forth above and if any changes are made, we'll post them on this page. If you continue to use Timeli after those changes are in effect, you agree to the changes. This Policy may change if there is a material change to the way data is processed by Timeli.

If you have any questions or comments about this Policy, please contact us at hello@timeliapp.com.

