

Privacy Policy

Date of last revision (the "Effective Date"): October 24, 2022

Maintaining your privacy is of paramount concern to SitePREP, LLC and its affiliates (collectively, "SitePREP"). As a user of our website(s), apps, application program interface (when available), services, and products (collectively, the "Services"), we want you to have a positive experience and know that we respect the privacy and security of our users. Our goal is to provide you with an experience that delivers the information, resources and services that are helpful to you. In order to achieve this goal, we may collect and process information from you. We discuss our information collection and processing practices in this Privacy Policy.

If you do not agree to the terms in this Privacy Policy, please do not access the Services.

For any questions on this Privacy Policy or our data collection and processing practices, you can contact us via email at support@siteprep.io or by mail at the following address:

SitePREP, LLC

Attn: Legal Department

2124 Moores Mill Road, Suite 120

Auburn, Alabama 36830 USA

We are committed to ensuring this Privacy Policy is accessible to individuals with disabilities. If you wish to access this Privacy Policy in an alternative format, please contact us as described above.

TYPES OF INFORMATION COLLECTED

Upon registration with the Services, we will collect both Personal Data and non-personal information and/or data. "Personal Data" includes any information or data that identifies you as an individual or relates to an identifiable individual, for example: your name, postal address, telephone number, email address, credit card information, geolocation, certain device information, and IP address. If you submit any Personal Data relating to other people to us or to our service providers in connection with our Services, you represent and warrant that you have the authority to do so and to permit us to use the information in accordance with this Privacy Policy.

We will collect and use Personal Data when you voluntarily provide it to us, with the exception of your IP address and other user data that may be automatically captured when you access our Services. In order to use some portions of our Services, a user must first complete a registration form or provide an email address that

will require disclosure of Personal Data. In addition, and in order to contact us by email, you must provide an email address.

We automatically collect and aggregate certain Personal Data generated from your use of our Services, such as a unique identifier (unconnected to your account login information or IP address), and related analytics and usage information that we use to track usage of our Service, track trends in our data and Services, administer the Services, and improve our users' experiences. When we aggregate such Personal Data, we do not combine these types of Personal Data with other non-aggregated Personal Data. If we do combine these two, we treat the data as Personal Data.

USE OF INFORMATION

SitePREP will use the Personal Data collected for internal business purposes that may include, but are not limited to, processing your transactions, establishing the identity of account holders, customer service, and providing you the Services. We may also use that Personal Data to improve and customize our content and Services.

We do not sell Personal Data to third parties, but we may share your Personal Data with third parties in order to fulfill your requests, such as payment and shipment of products, and otherwise support your use of the Services. We may share or sell aggregated Personal Data, demographic information, and other Services usage data with our business partners, sponsors, advertisers, and affiliates of SitePREP but prohibit use of such information for direct marketing. For example, we might inform third parties regarding the number of account holders registered on the SitePREP Services whose address is in a certain geographic region. Or we might also inform a specific manufacturer (that may or may not be an advertiser on our Services) that 45% of the users of our Services visit our website more than 3 times per week. Depending on the circumstances, we may or may not charge them for this information.

Additionally, we may use the pictures you upload to the Services to improve the Services. We may share these pictures with our affiliates for purposes of providing and improving our Services. We will not disclose any information about your pictures or usage data related to our Services to unaffiliated third-parties, except as necessary to enhance the product experience, service the legal agreement under which you are provided access to our Services, to enforce the Terms of Use, to meet our contractual obligations to report aggregated usage data to content providers, or as required by law.

We also reserve the right to disclose your Personal Data if we are required to do so by law, regulation, subpoena, court order, or in the good faith belief that disclosure of the information and/or data is reasonably

necessary to comply with legal process, to respond to claims, or to protect or advance the rights, property, safety, or well-being of SitePREP, its employees or contractors, customers, or the public.

If you have questions about or need further information concerning the basis on which we collect and use your Personal Data, please contact us using the contact information provided above.

SECURITY OF PERSONAL DATA

SitePREP has taken appropriate technical and organizational measures to ensure that Personal Data we collect and process is secure. For example, we have limited the number of people who have access to the Personal Data, by electronic security systems and password protections. As a reminder, if SitePREP provides links to third-party websites, these websites may not have the same privacy policies as SitePREP. We are not responsible for their content or privacy policies. We urge users to read the privacy statement of a third-party website when leaving our website.

We always use industry-standard technologies when transferring and receiving Personal Data exchanged with our Services. We have appropriate security measures in place in our physical facilities to protect against the loss, misuse or alteration of Personal Data that we have collected from you under this Privacy Policy.

When we disclose Personal Data as permitted under this Privacy Policy, we enter into a contract that describes the purpose and requires the recipient to keep that Personal Data confidential and use only for performance of the contract, and not for any other purpose. It is important to us that the Personal Data we collect is appropriate and relevant to the purposes for which we intend to use it. SitePREP will take reasonable steps to ensure that Personal Data collected is relevant to its intended use. We understand that you may not want to let us use your Personal Data for purposes that you believe may be incompatible with the purpose for which it originally was collected; therefore, we will use Personal Data only in ways that are compatible with the purposes for which it was collected.

Should SitePREP subsequently desire to use Personal Data for purposes other than the purpose for which it originally was collected, SitePREP will contact the person providing the information and/or data for active opt-in authorization prior to such use.

PAYMENT INFORMATION

If you are purchasing a product or service, or using a paid account, we collect your payment information. This information is only shared with the company that is processing the credit card payments for us and we do not store this information.

COLLECTION AND USE OF DATA FROM CHILDREN

Our Services are not intended for anyone under 18 years of age. Additionally, no one under age 18 may use the content or Services, register as an account holder on the Services, or provide any Personal Data to the Services. We do not knowingly collect Personal Data from children under 13 years of age. If you are under 13, please do not use or provide any information or data to the Services or on or through any of its features. If we learn we have inadvertently collected or received Personal Data from a child under 13 years of age, it will be promptly removed from our care, custody, and control. If you believe we might have any information from or about a child under 13 years of age, please contact us using the information listed above.

PROMOTIONAL CAMPAIGNS

From time to time, either SitePREP or a third-party might host a promotional campaign via the Services. These campaigns have a variety of objectives such as ensuring that we are satisfying account holder needs, assessing the performance of the Services, and introducing new products or offers. In these cases, a specialty promotional privacy statement will be implemented in the framework of the promotion, which will give specific direction as to the treatment of collected information. Often, the information will be necessary for fulfillment obligation of a prize or sample. Except as indicated in the applicable specialty promotional privacy statement, SitePREP conducts all promotional campaigns within the guidelines of this Privacy Policy.

PERSONAL DATA DELETION

Account holders may export their data and content at any time as long as their account is still open. If an account holder cancels an account, the data will be retained in our system for three (3) months before deletion and may not be recoverable after that time period. SitePREP is not liable for data that is altered, lost or damaged at the hands of the account holder or third parties (third parties include, but are not limited to, hosting, backup, and data storage companies). We will make a good faith effort to try to restore or recover missing or damaged data, but we cannot guarantee recovery.

YOUR RIGHTS TO DATA

Depending on your country of residency, you may have legal rights with respect to your Personal Data which are discussed further below in this Privacy Policy. As such, if you would like to manage, change, limit or delete your Personal Data, you can do so via the account settings or by contacting us using the information provided above. We will respond to your request within a reasonable timeframe.

When you complete the registration form and your profile, you will be given the opportunity to receive recurring information/promotional emails and offers from AI Concepts and/or third parties. To access these

preferences, login to your account, click on “Settings” and edit your Send Email Update preferences. You can always object or opt out by using the unsubscribe link in such marketing communications or by contacting SitePREP using the above contact information.

NOTICE TO USERS OUTSIDE THE UNITED STATES

Please be aware that we are headquartered in the United States. The Services are governed by United States law. If you are using any of our products or Services from outside of the United States, your information may be transferred to, stored, and processed in the United States where our servers may be located. The United States might not offer the same level of privacy protection as the country where you reside or are a citizen. **BY USING THE SERVICES, COMMUNICATING WITH US VIA MAIL, EMAIL OR TELEPHONE, OR OTHERWISE PROVIDING INFORMATION TO US, YOU CONSENT TO THE TRANSFER TO, AND PROCESSING OF, YOUR INFORMATION IN THE UNITED STATES.**

NOTICE TO EU AND UK RESIDENTS

Residents of the European Economic Area (“EEA”) and the United Kingdom may be entitled to rights under the General Data Protection Regulation and similar data protection laws (the “GDPR”). If you qualify, these rights are summarized below.

If you request to exercise your rights under the GDPR, we may require verification of your identity before we respond to any such request. If you are entitled to these rights, you may exercise the following rights with respect to your Personal Data that we collect and store:

- the right to withdraw consent to data processing at any time;
- the right of access to your Personal Data;
- the right to request a copy of your Personal Data;
- the right to correct any inaccuracies in your Personal Data;
- the right to erase your Personal Data;
- the right to data portability, meaning to request a transfer of your Personal Data from us to any other person or entity as chosen by you;
- the right to request restriction of the processing of your Personal Data; and
- the right to object to processing of your Personal Data.

You may exercise these rights free of charge. These rights will be exercisable subject to limitations as provided for by the GDPR. Any requests to exercise the above-listed rights may be made to: support@siteprep.io. If you

are an EEA resident, you have the right to lodge a complaint with a Data Protection Authority about how we process your Personal Data at the following website: https://edpb.europa.eu/about-edpb/board/members_en.

SitePREP endeavors to comply with GDPR including, but not limited to, (a) protecting your right to have Personal Data collected only after you have specifically taken action to approve the collection of your Personal Data, (b) the right to easily access a mechanism to withdrawal that approval and have your Personal Data promptly removed from our proprietary internal database, (c) using industry standard best practices to maintain care, custody, and control over the Personal Data we collect, and (d) reporting as prescribed by GDPR any breach of Personal Data within 72 hours of our discovery of such breach. SitePREP believes the nature and scope of the Personal Data it collects does not require the designation of a GDPR Data Protection Officer. SitePREP processes Personal Data only on a lawful basis.

NOTICE TO RESIDENTS OF THE U.S.AND CANADA

You may access Personal Data held by us about you, as well as information about how we are using your data, and you can request that we rectify any inaccurate Personal Data held by us about you or withdraw consent by contacting SitePREP using the above contact information.

Various state and federal laws allow you to opt-out of the sale of certain types of Personal Data. Subject to a number of exceptions, those laws typically define “sale” to mean the exchange of certain types of Personal Data for consideration. We do not currently sell Personal Data as defined in those laws. However, you still may submit a verified request to opt-out of sales and we will record your instructions and incorporate them in the future if our policy changes. Opt-out requests, along with any other privacy-related requests, such as requests to modify or delete your Personal Data, consistent with requirements of applicable law, may be sent to: support@siteprep.io.

CALIFORNIA SHINE THE LIGHT LAW

We do not disclose Personal Data obtained through our Services to third-parties for their direct marketing purposes. As such, we have no obligations under California Civil Code 1798.83.

THIS PRIVACY POLICY MAY CHANGE

As we grow and offer new service features, we will continually evaluate this policy to ensure that your privacy is maintained and to protect your personally-identifiable data. We reserve the right to update this Privacy Policy at any time without prior notice. Revised policies will be posted on the SitePREP website. Your continued use of the Services is an acknowledgement and consent to any terms contained in this Privacy

Policy, current at the time of use. You may withdraw your consent by discontinuing use of the Services immediately and contacting us to have your account deleted. We encourage you to periodically review this page for the latest information on our privacy practices.