

Privacy Policy

INTRODUCTION- Lean Quest, LLC (“we,” “us,” or “our”) understands the need for transparency when it comes to the information we collect from users of our web portal at www.leanquest.com (together with any related applications, the “Web Portal”). Accordingly, we have developed this Privacy Policy (this “policy”) to describe the types of information that we may collect from you, and our practices for collecting, using, maintaining, protecting and disclosing that information.

Please read this policy carefully to understand how we treat the information we collect. If you do not agree with this policy, your choice is to cease immediately your use of our Web Portal. By accessing or using our Web Portal, you agree to this policy. We may update this policy from time to time. Your continued use of the Web Portal after we post any changes constitutes your acceptance of those changes, so please check the policy periodically for updates.

INFORMATION WE COLLECT ABOUT YOU AND HOW WE COLLECT IT- We collect personal data that you voluntarily provide to us, such as name, postal address, e-mail address, telephone number, place of business and any other information that could be used to personally identify you (collectively, “personal data”). You may voluntarily provide personal data when you fill in forms on our Web Portal, reach out to us directly by sending us correspondence, or use the Web Portal or enter into any other transactions with us.

The Web Portal and its servers may also collect other information from you, such as your industry, role in a business, and technical information such as information regarding your internet connection, the hardware and software you use to access our Web Portal, your IP address, page views, clicks, and other such information that does not personally identify you (collectively, “technical data”).

CLIENT DATA- We receive non-public personal data from or on behalf of our clients (e.g., companies using our Daily Performance Reporting Tool). Such information is required for us to effectively provide our services to our clients and includes information our clients may provide in order for us to perform our services (collectively, “client data”). Although Lean Quest may use technical data for various purposes as described in this policy, as further specified in this “Client Data” section of this policy, Lean Quest will not share client data with a third party unless it is necessary to provide services on behalf of our clients. We use at least industry standard security policies and measures to help prevent any unauthorized access to client data.

We process, use, and share client data as instructed or permitted by the applicable client. We may transmit client data over state borders as necessary for providing our services in accordance with our standard business practices and this policy, but we will maintain reasonable security policies regardless of where client data is stored or processed.

We will share any client data with the client and any third parties as instructed or permitted by the client. We may also share client data with other third-party data processors who facilitate our provision of the services requested by the client and who are prohibited from using client data except for such purpose. We may also be required to share client data with applicable government entities or as otherwise required by law.

Our clients may transmit their information to Lean Quest. This information is stored while the client is active within the Web Portal. Absent a valid warrant or subpoena issued by a court of competent jurisdiction, Lean Quest's retention and destruction standards will be followed.

If you are one of our clients' users and have any questions or concerns regarding your personal data or your privacy rights, or you would like to access or correct your personal data, please contact your employer.

AUTOMATIC DATA COLLECTION- Presently, we do not use cookies to collect data. However, in the future, we may use cookies, web beacons, pixels, and similar technologies to automatically collect certain information about your use of the Web Portal over time and across third-party websites or other online services. See **Your Data Collection Choices** for information on how you can opt out of and/or limit various tracking technologies. The technologies we may use for this automatic data collection may include:

- **Cookies (or browser cookies)**. A cookie is a small file placed on the hard drive of your computer. You may refuse to accept browser cookies by activating the appropriate setting on your browser. However, if you select this setting, you may be unable to access certain parts of our Web Portal. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you direct your browser to our Web Portal.
- **Flash Cookies**. Certain features of our Web Portal may use local stored objects (or Flash cookies) to collect and store information about your preferences and navigation to, from, and on our Web Portal. Flash cookies are not managed by the same browser settings as are used for browser cookies. For information about managing your privacy and security settings for Flash cookies, see **Your Data Collection Choices**.
- **Web Beacons**. Pages of the Web Portal and our e-mails may contain small electronic files known as web beacons (also referred to as clear gifs, pixel tags, and single-pixel gifs) that permit us, for example, to count users who have visited those pages or opened an email and for other related Web Portal statistics (for example, recording the popularity of certain Web Portal content and verifying system and server integrity).

We use information collected by the technologies described above, to help us improve our Web Portal and to deliver a better and more personalized service, including by enabling us to:

- Estimate usage patterns.
- Store information about your preferences, allowing us to customize our Web Portal to your specific business needs.

- Speed up your use of the Web Portal.
- Recognize you when you return to our Web Portal.

Some content or applications on the Web Portal may be served by third-parties, including content providers, and application providers. These third parties may use cookies alone or in conjunction with web beacons or other tracking technologies to collect information about you when you use our Web Portal. The information they collect may be associated with your personal data or they may collect information, including personal data, about your online activities over time and across different websites and other online services. For information about how you can opt out of receiving targeted advertising from many providers, see [**Your Data Collection Choices**](#).

HOW WE USE YOUR INFORMATION- We may use personal data:

- To fulfill the purpose for which you provide it (for example to provide products, services, support, or information you request, to review your needs, or to respond to your correspondence or other requests);
- to carry out our obligations and enforce our rights arising from any contracts entered into between you and us, including for billing and collection;
- to contact you regarding any training transactions you've entered into with us;
- to notify you about changes to our Web Portal or any products or services we offer or provide through it; or
- in any other way we may describe when you provide the information, or for which you provide consent.

We may also use your information to market, advertise, promote or otherwise contact you about our products and services. If you do not want us to use your information in this way, see [**Your Data Collection Choices**](#) for instructions on how to opt out of these communications. We may use technical data, which does not identify you personally, in any way we deem appropriate.

DISCLOSURE OF YOUR INFORMATION- We may disclose personal data:

- To our subsidiaries and affiliates;
- to contractors, service providers, and other third parties who support our business operations and who are bound by contractual obligations to keep personal data confidential and use it only for the purposes for which we disclose it to them;
- to a buyer or other successor in the event of a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of our assets, whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding, in which personal data held by us is among the assets transferred;
- any other entity disclosed by us when you provide the information, or for which you provide consent; or
- to comply with any court order, law, or legal process, including to respond to any government or regulatory request, to enforce or apply our Web Portal policies and other agreements, for billing and collection purposes, or if we believe disclosure is necessary or

appropriate to protect our rights, property, or safety or that of our customers or others. This includes exchanging information with other companies and organizations for the purposes of fraud protection.

YOUR DATA COLLECTION CHOICES- We strive to provide you with choices regarding the personal data you provide to us. We have created mechanisms to provide you with the following control over your information:

- Tracking Technologies. To view our full Cookie Notice and manage your cookie preferences, **click here**. To learn how you can manage your Flash cookie settings, visit the Flash player settings page on Adobe's **Website**. If you disable or refuse cookies, please note that some parts of the Web Portal may then be inaccessible or not function properly.
- Location. Mobile applications may collect real-time information about the location of your device for geo-fencing, location/movement tracking, or similar purposes. If you do not want us to collect this information, you may decline our request or disable location services in your mobile device's settings. However, opting out of the collection of location information will cause location-based features to be disabled and the online and/or mobile application may not function properly. We may also offer clients an option to use your approximate clock-in location based off an IP address. You may also opt out of this method via the application's settings, however, opting out will interfere with the application's functionality.
- Your Information and Third-Party Advertising. In addition to your cookie preferences available **here**, you can opt out of receiving targeted ads from members of the Network Advertising Initiative ("NAI") **<https://optout.networkadvertising.org>** on the NAI's Web Portal. You can opt out of receiving interest-based advertising from members of the Digital Advertising Alliance by utilizing their consumer choice tool at **<https://optout.aboutads.info>**. You can also opt-out by adjusting your internet and/or mobile browser preferences.
- Promotional Offers from Lean Quest. If you do not wish to have your email address or other contact information used by Lean Quest to promote our own or third parties' products or services, you can opt-out at any other time by visiting our request form, **here**. If we have sent you a promotional email, you may opt out using the unsubscribe or opt-out link in the email, if applicable, or by sending us a return email asking to be omitted from future email distributions. This opt out does not apply to information provided to Lean Quest as a result of a product or service purchase, service experience or other transactions.
- Do Not Track Signals. The Web Portal currently does not recognize or respond to browser "do not track" signals.
- Twitter. One of the third parties we may use for advertising purposes, is Twitter, Inc. Information about how Twitter uses data and how you may choose what information is collected may be found at **<https://support.twitter.com/articles/20170405#>**
- Google Analytics. One of the third-party services we use for advertising purposes is Google Analytics. Information about how Google Analytics uses data can be found at **www.google.com/policies/privacy/partners/**.

- YouTube API Services. One of the third-party services we use for audiovisual content viewing is the YouTube API Services. Information about the YouTube API Services can be found at <https://developers.google.com/youtube/terms/api-services-terms-of-service>. By using the features of the Web Portal utilizing the YouTube API Services, you agree to be bound by the YouTube Terms of Service, found at <https://www.youtube.com/t/terms>.

If you would like to access or correct your personal data, you may do so by visiting your account profile (if you have one) or by visiting our request form, [here](#).

CHILDREN UNDER THE AGE OF 13- Our Web Portal is not intended for children under 13 years of age. Our Web Portal is designed for use by adults working for our clients. We do not knowingly collect personal data from children under 13. If you are working for one of our clients and are under the age of 13, do not use or provide any information on this Web Portal or on or through any of its features. Do not use any of the interactive or public comment features of this Web Portal or provide any information about yourself to us, including your name, address, telephone number, email address, or any screen name or username you may use. If we learn we have collected or received personal data from a child under 13, we will promptly take commercially reasonable steps to delete that information. If you believe we might have any information from or about a child under 13, please contact us at privacy@lean-quest.com

YOUR CALIFORNIA PRIVACY RIGHTS- Our supplemental Privacy Notice for California Residents is available [here](#).

DATA SECURITY- We have implemented at least industry standard measures designed to secure your personal data from accidental loss and from unauthorized access, use, alteration, and disclosure. The safety and security of your information also depends on you. You are responsible for keeping your username, password, and any other login credentials or user verification information confidential. You may not share this information with anyone. Unfortunately, the transmission of information via the internet is not completely secure, so we cannot guarantee the security of your personal data transmitted to our Web Portal. Any transmission of personal data is at your own risk. We are not responsible for circumvention of any privacy settings or security measures contained on the Web Portal.

In order to protect you and your data and that of our other users, we may suspend your access to the Web Portal without notice, pending an investigation, if any breach of security is suspected.

CHANGES TO OUR PRIVACY POLICY- For any changes we make to this policy, including making material changes to how we treat our users' personal data, we will post an updated policy on this page, along with a notice that the privacy policy has been updated on the Web Portal home page. The date the privacy policy was last revised is identified at the top of the page. Please be aware, you are responsible for inspecting our Web Portal to make yourself up-to-date with our privacy policy.

CONTACT INFORMATION- To make a request regarding your personal data, please contact the privacy team at privacy@lean-quest.com. You may also ask questions or provide comments about this privacy policy and our privacy practices by calling (714) 596-3756 or by emailing us at info@lean-quest.com.

Cookie Notice

In order to make our Web Portal work properly and provide relevant products and services to you, our Web Portal uses browser cookies. This Cookie Notice provides you with information about cookies and how to control them for our Web Portal.

A cookie is a small file placed on the hard drive of your computer when you visit a Web Portal in order to remember information about you, such as login information or preferences. Unless you have refused cookies, our system will place cookies when you direct your browser to our Web Portal. You may refuse to accept browser cookies by activating the appropriate setting on your browser. However, if you refuse certain cookies, you may be unable to access certain parts of our Web Portal.