

# Selectycs Privacy Statement

Selectycs is an online platform that provides teams with the tools to create and help execute their business technology roadmaps.

As you use and interact with Selectycs's websites, products, and services, we process information from and about you in order to provide access to our tools, an enhanced experience, and support. That means that we collect, use, transmit, store, share, and erase your information. This Privacy Statement describes how Selectycs processes your information and explains the choices available to you with respect to your information.

Selectycs can be used by companies or by individual users. If you're using Selectycs through your company, educational institution, or with your company email address, your company or educational institution's own Selectycs administrator is responsible for the accounts associated with that company or institution and can: restrict, suspend, or terminate your access to or ability to use the services, access information about you, access or retain information stored with us (including your created / edited content and log data about your use of Selectycs), and restrict your ability to edit, restrict, modify, or delete information associated with your use of our products and services.

## Information We Process

Selectycs processes information we receive directly from you, automatically collected when you use Selectycs or visit one of our websites, and collected by Selectycs from third parties. However, please note that this Privacy Statement does not apply to the processing of your information by third-parties through your use of any third-party integrations available via our services. Please visit those third-party websites directly for more information on their privacy and data protection practices.

## Information Selectycs Receives Directly From You

### Information needed to create an account

This includes information that is needed for Selectycs to create an account for you and manage your ability to log in and out of Selectycs:

- Identifiers, such as first and last name and email address
- Your password for Selectycs (hashed) - unique, long, and strong, please
- Information related to a third-party authentication identity provider, such as Google Authenticator

### Information you provide to us through your use of Selectycs

- Information you provide in goals, business requirements, system selection, projects, and tasks
- Information uploaded to Selectycs, such as attachments
- Information from emails you forward to any official email id of Selectycs.com

- Profile photo and other information you choose to include to describe yourself, only collected if you do choose to provide it, such as your gender pronouns
- Video and audio recordings, and transcripts of those recordings, if you use video messaging
- Professional or employment information, such as your title or role at your company
- Any other information you choose to provide while using Selectycs that identifies or can be reasonably associated with you
- Information about your contacts, if you choose to provide it

### **Other information you may provide to us when you interact with Selectycs in other ways**

You may voluntarily provide us with information when you interact with us in other ways, such as when you directly interact with Selectycs staff, such as our sales, user research, or user operations groups. Selectycs may process:

- Your requests, questions, and responses to us via forms or email
- Information you provide in connection with Selectycs sweepstakes, contests, or research studies, if you choose to participate
- Information to verify your identity
- Your date of birth
- Your audio and video, if you participate in a sales call or user research study and do not opt out of call recording, which also involves the collection of biometric information associated with the call recordings

### **Information automatically processed when you visit our websites**

#### **Information related to your use of Selectycs and our websites**

We may also collect the following:

- Metadata and inference information related to your use of Selectycs, our websites, and third-party integrations to better understand the way you work in Selectycs. We may log the actions you take as you use Selectycs, including but not limited to the number of Selectycs workspaces you work in, the number of tasks you are assigned, when you delete a task or comment, the features and embedded content you interact with, the types of files you share, and what, if any, third-party integrations you use.
- Internet network activity, cookies, and similar tracking technologies, including data our servers automatically record, such as your web request, IP address, browser type and settings, referring/exit pages and URLs, number of clicks, date and time stamp information, language preferences, and other such information. Please visit our Cookie Notice for more information about the types of information we collect via cookies, including information about advertising and analytics, and how we use it. To manage your cookie settings, you can adjust them in our cookie preference center here: [Cookie Settings](#)
- Information collected as a result of participation in beta testing
- Information about how you interact with our marketing websites, like Selectycs.com, such as where you click, how long you visit a page, your scrolling, mouse hovers, and other data to help us better understand your experience and provide you with the best user experience

- Device information and activity when you use Selectycs via a mobile device, such as the type of device you are using, device IDs, operating system version, and mobile network information, which may include your mobile phone number.
- Derived device geolocation information, such as approximate geographic location inferred from an IP address

## Information Selectycs Receives from Other Sources

Sometimes Selectycs receives your information from third-parties (other individuals, marketing services, third-party integrations), which may include:

- Information processed from third-party integrations you set up with Selectycs. For example a third-party integration may give us access to information stored in that third party that Selectycs will process to facilitate the integration
- Name, email, and business contact information
- Information about you provided to us from other individuals or users of Selectycs

## How We Use Your Information

Selectycs uses your information to operate our products and services, communicate with you, process transactions when you change Selectycs usage across products, for security and fraud prevention, and to comply with the law. We may process your information to:

### Provide services to you and operate our business

- Maintain, provide, and improve our products and services
- Help us better understand user interests and needs, and customize Selectycs for you
- Analyze and research how you interact with our websites and applications
- Protect Selectycs and you, for example:
  - Securing our systems and products against fraud or unauthorized activity
  - Identifying, troubleshooting, and fixing bugs and errors
  - Complying with global laws and regulations
- Investigate (in good faith) alleged violations of our User Terms of Service
- Comply with a valid legal subpoena, request, or other lawful process that meets the requirements of our Law Enforcement Guidelines or that we otherwise determine is necessary to respond to
- If you use Selectycs as part of an organization, company, or academic institution, Selectycs will process your personal information as required by our contract with your organization or academic institution. Those contractual terms may differ from, and take precedence over, the uses described in this Privacy Statement.

In addition, we use information about your use of Selectycs, account information (such as your email address and name), and information related to third-party integrations to:

- Communicate with you:
  - About Selectycs by phone, text, email, or chat
  - To share important notices and updates, product changes, and other necessary notices such as security and fraud alerts

- To advertise or market Selectycs services to you. You have the ability to unsubscribe from promotional communications at any time
- Facilitate reporting and analyze performance of the Selectycs platform or features available in Selectycs
- Provide webinars or public presentations
- Demonstrate Selectycs or provide you access to a demo Selectycs instance
- Process your information at your direction
- Provide cross-device management of your account. For example, we may locate or try to locate the same unique users across multiple browsers or devices (such as smartphones or tablets), or work with service providers that do this, in order to save your preferences across devices and analyze usage of our products and services. If you wish to opt out of Google's ability to locate you across devices in this way, you may install the Google Analytics Opt-out Browser Add-on by clicking [here](#).

### **Provide you with support and get your feedback**

- Respond to your requests for information
- Help identify and troubleshoot any issues with your account and answer your questions
- Resolve support requests
- Provide you with reports about usage
- Survey your opinions through surveys, research studies, and questionnaires

### **Combined Information**

Unless otherwise prohibited by law, we may combine the information that we collect through your use of our products and services with information that we receive from other sources, both online and offline, and use that combined information as set out above.

### **Aggregated and De-identified data**

We may aggregate and/or de-identify information related to your use of Selectycs (such as how many tasks or projects you created) so that such information can no longer be linked to you or your device. We may use such aggregated and de-identified data for any purpose, including but not limited to for research and marketing purposes, and may also share such data with any third parties, including advertisers, promotional partners, sponsors, event promoters, and/or others.

Legal bases for processing. For more information about the legal bases Selectycs relies on to process your information, please visit [Other Important Information](#).

### **How We Share Your Information**

We need to share the information we collect about you to make our products and services run smoothly and to operate our business under the following conditions:

- **Advertising and Marketing.** We may provide information collected when you visit an Selectycs website (such as email addresses) to service providers, who may “match” this information in de-identified form to cookies (or mobile ad identifiers) and other proprietary IDs, in order to provide you with more relevant Selectycs ads when you visit other websites.

- Because you ask us to share. We may disclose your information to third parties when you ask us to do so. This includes when you connect Selectycs with other tools via our available integrations.
- Consistent with your settings within our products and services. Please note that the information you submit through and share in Selectycs may be viewable by other users in your workspace, team, division, organization, depending on the specific settings you have selected and if an organization has been created for your domain.
- Business Transfers. If the ownership of all or substantially all of our business changes, or all or some of our assets are sold as part of a bankruptcy or other proceeding, we may transfer your information to the new owner so that the services can continue to operate. In such case, your information would remain subject to the promises and commitments contained in this Privacy Statement until the acquiring party updates it. If such transfer is subject to additional mandatory restrictions under applicable laws or agreements, Selectycs will comply with those restrictions.
- Compliance with legal obligations. To comply with a valid legal subpoena, request, or other lawful process that meets the requirements of our Law Enforcement Guidelines. We will notify individuals or customers of that request unless: we are prohibited from doing so by law or court order; or there are exceptional circumstances, such as an emergency involving the risk of bodily injury or death to a person or group of people or potential harm to minors.
- If you have one, your company's own Selectycs account administrator. If you're using Selectycs in connection with an organization, academic institution, or company domain, your company's own Selectycs account administrator can export data associated with the domain they manage if they have a subscription plan that allows them to do so.

We use and share the categories of information we collect from and about you consistent with the various business purposes we discuss throughout this Privacy Statement. We do not share your information with third parties for their own direct marketing purposes. We do not sell your information as defined under applicable law. For more information, see our Privacy Commitment.

## Protection, Storage, Transfer & Retention of Your Information

### Security

Selectycs takes technical and organizational measures to protect your information against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access. However, no method of transmission over the Internet, and no means of electronic or physical storage, is absolutely secure, and so we cannot ensure or warrant the security of that information. We are constantly updating and improving our safeguards, and you can ask up to date information about our security practices by contacting our team at [support@selectycs.com](mailto:support@selectycs.com).

### Storage

When you use our products and services, information about you will be stored at either the Canadian or United States based data centers where Selectycs's data processing occurs. We may also transfer information that we collect about you to third party processors across borders from your country or jurisdiction to other countries or jurisdictions around the world.

## **Data Retention**

We will retain your information for the period necessary to fulfill the purposes outlined in this Privacy Statement, to make our products and services available to you, or as instructed by you, unless a longer retention period is required or permitted by law.

## **Other Important Information**

### **Use by children under 16**

If you are under the age of 16, you may not have an SelectyCS account or use SelectyCS's products or services. We do not knowingly process any information from, or direct any of our products or services to, children under the age of 16.

### **Marketing Practices and Choices**

If you receive email from us, we may use certain analytics tools, such as clear GIFs, to capture data, such as when you open our message or click on any links or banners our email contains. This data allows us to gauge the effectiveness of our communications and marketing campaigns.

You may instruct us not to use your contact information to contact you by email, postal mail, or phone regarding products, services, promotions, and special events that might appeal to your interests by contacting us at the "SelectyCS Contact Info" section below. In commercial email messages, you can also opt out by following the instructions located at the bottom of such emails.

Please note that, regardless of your request, we may still use and share certain information as permitted by this Privacy Statement or as required by applicable law. For example, you may not opt out of certain transactional, operational, or service-related emails, such as those reflecting our relationship or transactions with you.

### **Do-Not-Track**

Do Not Track is a privacy preference that users can set in certain web browsers. We are committed to providing you with meaningful choices about the information collected on our websites for third party purposes, and that is why we provide the ability to opt out, if needed, and adjust your cookie preferences. We do not currently recognize or respond to browser-initiated DNT signals. To learn more about Do Not Track, you can do so [here](#). For more information about how SelectyCS uses cookies and similar tracking technologies, visit our [Cookie Notice](#).

### **Legal Bases for Processing Your Information**

Our legal basis under the General Data Protection Regulation (GDPR), a data protection and privacy regulation in the European Union, for collecting and using your information described above will depend on the particular type of information and the specific context in which we collect it. However, some examples of legal bases for processing that we rely on:

- Where use of your information is necessary to perform our obligations under a contract with you (for example, to comply with the User Terms of Service which you accept by using Selectycs's services or to fulfill the terms of a contract signed with companies)
- Where use of your information is necessary for our legitimate interests or the legitimate interests of others (for example, to provide security, operate our products and services, prevent fraud, analyze use of and improve our products and services, and for similar purposes)
- Where use of your information is necessary to comply with a legal obligation
- Where we have your consent to process data in a certain way

## Your Privacy Rights

### C. Your Privacy Rights

Selectycs users can use our products to bring clarity to their work. Regardless of where you're located in, we respect your ability to know, access, correct, export, restrict the processing of, and delete your information, and have extended those rights globally. We will not discriminate against you for exercising your privacy rights.

#### Information About Your Rights

Upon your request, and subject to applicable legal exceptions, we will:

- provide access to and/or a copy of certain information we hold about you
- prevent the processing of your information for promotional purposes (including any direct marketing processing based on profiling)
- update information which is out of date or incorrect
- delete certain information which we have about you
- restrict the way that we process and disclose some of your information
- transfer your information to a third party provider of services
- revoke your consent for the processing of your information

#### California Rights

In addition to the rights and information listed above, California consumers and their authorized agents can request information about:

- The categories of information we collect or disclose about you; the categories of sources of such information; the business or commercial purpose for collecting your information; and the categories of third parties we share or disclose your information. For your convenience and so you don't have to request it, we've included that information in this Privacy Statement.
- The financial incentives that we offer to you, if any.

Selectycs does not sell your data, as defined under applicable law, such as the California Consumer Privacy Act (CCPA).

## **Exercising Your Rights**

We will need to verify your identity and may need to verify your relationship with Selectycs (for example, if you're an administrator of an Selectycs Organization or Workspace and you're making a request on behalf of another individual) for security and to prevent fraud.

We may take additional steps to verify that you are authorized to make the request. If you are an end user of Selectycs's services and not a direct customer of Selectycs (for example, your company uses Selectycs and you're an employee or authorized representative of that company), you should direct requests relating to your information to the administrator of your company's Selectycs account. We will redirect you to your administrator or notify the administrator directly. To exercise your privacy rights, please make a request by filling out this form.

Please note, however, that certain information may be exempt from such requests in some circumstances, which may include if we need to keep processing your information for our legitimate interests or to comply with a legal obligation.

## **Changes To Our Privacy Statement**

We will update this Privacy Statement to make sure it accurately reflects our data collection and use practices, our amazing features, advances in technology, or as applicable laws require. We will comply with applicable legal requirements regarding providing you with notice and/or consent when we make such changes, depending on the type of change made. We also provide information about how our Privacy Statement has changed over time below.

## **Contact Us and Privacy Questions**

If you wish to contact us or if you have any questions about or complaints in relation to this notice, please contact us at [privacy@Selectycs.com](mailto:privacy@Selectycs.com).