

SHEPRDZ

Privacy and personal information protection policy

1. PROTECTION OF YOUR PERSONAL INFORMATION

This Privacy and Personal Information Protection Policy (the "Policy") explains the types of personal information that is collected in the course of providing the service (as defined in the Terms of Use and Non-Exclusive License for service, which can be viewed by clicking on the following hyperlink https://www.sheprdz.com/legal/en-US_utilisation.pdf (the "Terms of Use")) by SHEPRDZ inc. ("Sheprdz^{mc}", "Sheprdz-app^{mc}") on behalf of the customer, the use thereof and the disclosure contexts. Sheprdz understands the importance of protecting the privacy of its customers and is committed to respecting their right to privacy. For the purposes hereof, the term "client" refers to you, as an individual, or to the legal person receiving the service, its subsidiaries and other affiliates. If you do not have the authority to do so or if you decline the provisions of this policy, please refrain from using the service.

Please note that in its sole discretion and without notice, Sheprdz may change this policy. It is your responsibility to consult the terms of the policy to take note of changes made sporadically. The collection, use and disclosure of your personal information will be subject to the version of the policy then in effect, which corresponds to the version displayed on the Sheprdz client interface and available through the use of the service. on a given date.

This policy is an integral part of the Terms of Service.

2. DEFINITION OF PERSONAL INFORMATION

Personal information is a factual or subjective piece of information about an identifiable individual. However, personal information does not include business contact information, if such contact information is used to communicate with an individual regarding their employment, occupation or profession.

3. CONSENT

Subject to a few exceptions, Sheprdz must obtain client consent for the collection, use and disclosure of their personal information. Consent can be express or implied. It must also be valid, meaning that the client must understand the nature, purpose and implications of the collection, use or disclosure of personal information to which he consents. It may be provided orally, in writing, electronically or by a person acting on behalf of the client, such as a duly authorized agent or attorney for this purpose. Express consent is usually given when the customer completes and signs an application or

membership form and forwards it to Sheprdz. There is implied consent when Sheprdz can reasonably infer that the customer has consented, as a result of an action or inaction on its part, or because of the circumstances.

Please be advised that your use of the service confirms that you are at least the age of majority in your place of residence.

4. COLLECTION OF INFORMATION

Sheprdz limits the collection of personal information to information necessary for the stated purposes. Any collection of customer personal information made as part of the payment of the cost of subscription to the service through the online payment platform used by Sheprdz will be subject to the terms of confidentiality and protection of personal information applicable to the use of this payment platform. It is not safe to transmit your data necessary for payment, including your credit card number, by email, SMS or through social media. In order to protect this data, please transmit it only through the online payment platform used by Sheprdz.

5. USE OF INFORMATION

5.1 Essentially, the personal information collected allows Sheprdz to identify the customer, communicate with him and personalize his service. Sheprdz reserves the right to use the personal information obtained to carry out market research in order to adequately meet the needs of its customers and thus improve its service.

5.2 If you have consented to add your email address to Sheprdz's mailing list, you may, at any time, opt out of receiving marketing communications or the newsletter sent by email by unsubscribing using the included hyperlink. in these communications.

5.3 Sheprdz does not sell the personal information of its customers to third parties and does not use or disclose such personal information for purposes other than those for which it is collected.

5.4 The laws and regulations in force provide certain exceptions to this policy and to the use of your personal information. These exceptions could affect privacy practices. For example, Sheprdz may collect, use or disclose the personal information of its customers, in particular in the following situations:

- a) if the collection of information is clearly to your advantage and your consent cannot be obtained in a timely manner;
- (b) whether, by law, the information is deemed to be in the public domain;
- (c) if the information is disclosed to government authorities under anti-money laundering and terrorist financing laws; or
- d) in connection with tax returns to competent authorities or other disclosures required by law.

6. THIRD PARTY SERVICES

6.1 When used herein, the term "third party services" means computer programs, websites, of a third party to which you voluntarily grant access in connection with the use of Sheprdz. Your use of the third-party service is subject to the various policies thereof. We recommend that you read the terms and conditions of the policies of the third party sites you use.

6.2 The use by Sheprdz of information received by APIs from third-party services (example: Google, Microsoft, Apple, Stripe, PayPal, Zapier ...) will comply with the API services user data policy, including the limited use requirements determined by these.

6.3 Google: When you click on "Authorize Google", you are automatically redirected to the Google OAuth API page, via an SSL connection (Secured Socket Layer). Sheprdz will ask you for specific access permissions in order to allow us to connect to your Google Calendar. Once these authorizations have been obtained, we must save the authorization token so that we can continue to access your calendar, in order to synchronize continuously with the SHEPRDZ subscription of our users. This server is encrypted and secure. Our goal is to allow you to visualize all your calendars in a centralized view.

We then use this information in the following two ways:

- a) the selected agendas to be displayed in the Sheprdz calendar will allow the summary of these events to be consulted, without the possibility of modification;
- b) Sheprdz activities destination calendar will synchronize Sheprdz activities to events in this calendar. These events can be added / modified / deleted, depending on the actions taken on the associated Sheprdz activities in Sheprdz. You can sign out of your Google account at any time.

7. PROTECTION OF INFORMATION

Sheprdz applies material, organizational and technological security measures to protect customer's personal information against unauthorized access, disclosure, copying, use or modification as well as against loss or theft. Sheprdz use the Secure Sockets Layer (SSL) protocol on all pages on which personal data is collected. This protocol encrypts recorded information before it is sent to Sheprdz. Sheprdz's computer systems, including those of its subcontractors and hosting partners from whom Sheprdz obtains hardware, software, networks, storage space and related technologies in order to ensure the operation and maintenance of the service, are protected by passwords and are configured so that only those persons who must necessarily access your personal information for the purposes of their function within Sheprdz are authorized to access the systems and secure databases.

8. WITNESSES, SOCIAL MEDIA AND BLOG

8.1 In order to ensure proper management of the service, Sheprdz collects the usual data from Internet log files, including your IP address, the type and language of your browser, the frequency of access and the reference addresses of websites, in particular by using different types of cookies and conversion tags. Sheprdz does not profile your computer or extract any information from your hard drive. Most browsers are configured by default to accept cookies, but you can change the configuration to refuse them or limit their use.

8.2 In addition, the service includes certain functions relating to social media. Among other things, these functions may collect your IP address and leave a cookie in order to perform the function. Social media features and widgets are hosted by a third party. Your interactions with these features are governed by the privacy and personal information protection policy of the company providing them.

8.3 Sheprdz does not endorse the opinions expressed in comments posted by users of its blog and does not verify the accuracy of such comments. Sheprdz reserves the right to edit or delete any disrespectful, offensive, abusive or discriminatory post, question or comment at its sole discretion.

9. ACCESS TO INFORMATION AND QUESTIONS

In accordance with the provisions of the law, you have the right to access, rectify, modify or delete personal information held by Sheprdz. To do so, or if you have any questions or concerns regarding the protection of your personal information, please contact Sheprdz customer service by email at the following address:

support@sheprdz.com.

10. VERSIONS

In the event of any discrepancy between the English and French versions of this policy, the French version will prevail.