

TERMS & CONDITIONS and the PRIVACY POLICY for SMART BUILDINGS INDUSTRY (SBI) TALENT NETWORK (a dba of Smart Buildings Industry, LLC)

Date: 11.03.24_v1

INTRODUCTION

Smart Buildings Industry (SBI) Talent Network [a part of Smart Buildings Industry, LLC and hereto after referred to as SBI.] respects your privacy and is committed to protecting it in accordance with applicable laws and using generally accepted industry practices.

This Privacy Policy explains who we are, how we collect, share, and use personal information about you, and how you can exercise your privacy rights.

For purposes of this Privacy Policy, “Personal Information” means any information relating to an identified or identifiable individual (e.g., name, address, email address, or phone number).

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If you have any questions or concerns about our use of your Personal Information, please contact us: Skip@sbiTalentNetwork.com

Our data base is provided by Manatal, Co., LTD, a provider of cloud-based software services that help companies manage and optimize their recruiting and hiring processes. Manatal’s computing infrastructure is provided by Amazon Web Services, a secure cloud services platform. Amazon’s physical infrastructure has been accredited under ISO 27001, SOC 1/SOC 2/SSAE 16/ISAE 3402, PCI Level 1, FISMA Moderate, and Sarbanes-Oxley.

All customer data is stored on servers in the USA. None is stored on local computers at Smart Buildings Industry or elsewhere, unless you provide permission for it to be sent to potential hiring companies/hiring managers for review. Once sent via email, SMS, or fax, data storage and security is up to the potential hiring company / hiring manager / human resources / partner recruiters.

PERSONAL INFORMATION WE COLLECT

SBI may collect the following information, including Personal Information from and about you:

1. From your interaction with our Recruiters, Sales, Marketing, and Customer Support: We collect Personal Information such as your name, company name, email address, phone number, resume, and other information useful for helping you in your career. This list is non exhaustive as we may collect more information as needed for interviewing, hiring, and other career uses.
2. Cookies, Scripts and Related Technologies: When you visit our website, www.sbiTalentNetwork.com, we and our third-party service providers receive and record Personal Information that you may have provided and your digital signature, such as your IP address. The technologies we use to track your movements around our website include cookies, tracking scripts and pixels, and tagging technologies, which we may employ to understand your preferences, improve your experience on our website, etc. You can control the use of cookies at the individual browser level. If you want to learn more about cookies,

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or how to control, disable, or delete them, please visit <http://www.aboutcookies.org> for detailed guidance.

3. **Collection of Data by Advertisers:** We may also use third parties to serve ads on our website or to manage our advertising on other sites. Certain third-party partners, such as job boards where a job SBI is recruiting for may be posted, may automatically collect information about your visits to their website, our website, and others. They do this by using cookies, pixel tags or other technologies. Information collected may be used, among other things, to deliver advertising targeted to your interests and to better understand the usage and visitation of their website, our website, and the other sites tracked by these third parties. This policy does not apply to, and we are not responsible for, cookies or pixel tags in third party ads, job boards, social media sites, etc., and we encourage you to check the privacy policies of job boards, social media sites, and advertisers and/or ad services to learn about their use of cookies and other technologies. If you would like more information about this practice and to know your choices about not having this information used by these companies, click here: <http://www.aboutads.info/choices> or <http://www.networkadvertising.org>.

HOW SBI USES YOUR PERSONAL INFORMATION

We may use the information that we collect about you and from you, including Personal Information, for the following purposes:

- To customize our website - we seek to improve your experience with our website. As a result, we will analyze data we collect about your use of the website.
- To communicate with you – to let you know about career opportunities you have directly applied to, opportunities that could be of interest to you which you haven't applied to, and other reasons such as setting up interviews, discussing your career interests, providing you with newsletters, blogs, training materials, and more that can help you in your career and professional development. We will contact you using the information you provide us, and/or information we find freely available on the internet. We are not responsible for hiring managers / hiring companies / human resources reaching out to you, or not, and what is the outcome of those interactions. We are the conveyor of talent to opportunities and of opportunities to talent only. It is up to you and any companies as to what transpires after that. Also, any information we send to you is for informational purposes only and not to be considered legal, medical, or financial advice. It is your responsibility to seek appropriate guidance from other professionals regarding those or similar areas.
- To present you to potential hiring companies / hiring managers / human resources / partner recruiters – with your permission, we will present your identifiable information to hiring companies / hiring managers / human resources / partner recruiters [a partner recruiter is a recruiter / recruiting firm with whom we have an agreement with and work together to fill a hiring company's role(s)]. We will use your identifiable information to contact you for ensuring you are aware of potential opportunities. We often present an anonymous summary of your background, skill sets, and experiences to hiring companies/ hiring

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managers / human resources / partner recruiters for determining if they may have an interest in discussing opportunities with you. If they are, we reach out to you to determine if we can present your identifiable information to them. We are not responsible for hiring managers / hiring companies / human resources / partner recruiters reaching out to you, or not reaching out, based on the information provided. Though we do not provide identifiable information to others without asking you first, sometimes companies / hiring managers / human resources / partner recruiters and others will find your identifiable information on the internet and reach out to you regardless of whether we have provided them with any identifiable or anonymous information about you or not.

- We do not provide your identifiable data to vendors, or any other third parties knowingly without your consent. Again, that doesn't mean others won't find your identifiable information on the internet and reach out to you regardless of whether we have provided them with any identifiable or anonymous information about you or not.
- We may share or disclose your information with any competent law enforcement body, regulatory, government agency, court or other third party where we believe disclosure is necessary (i) as a matter of applicable law or regulation, (ii) to exercise, establish or defend our legal rights, or (iii) to protect your vital interests or those of any other person(s). If we ask you to provide Personal Information to comply with a legal requirement or to perform a contact with you, we will make this clear at the relevant time and advise you whether the provision of your Personal Information is mandatory or not.
- We may share or disclose your information with any acquirer, successor, or assignee as part of any merger, acquisition, debt financing, sale of assets, or similar transaction, or in the event of an insolvency, bankruptcy, or receivership in which information is transferred to one or more third parties as one of our business assets, provided that we inform such third parties that they must use your Personal Information only for the purposes disclosed in this Website Privacy Policy.

THIRD PARTY WEBSITES AND APPLICATIONS

Our website contains links to third party websites (such as job boards, social media platforms, and others) and third party applications ("apps"). When you click on a link to any other website, app or location, you will leave our website and go to another site and another entity may collect Personal Information or anonymized data from you. It is your responsibility to review their Privacy Policy as we have no control over, do not review, and cannot be responsible for, these outside websites or their content. Please be aware that the terms of this Website Privacy Policy do not apply to these outside websites, apps or content, or to any collection of your Personal Information after you click on links to such outside websites or apps.

We encourage you to read the privacy policies of every website you visit or app you use. The links to third-party websites, apps or locations are for your convenience and do not signify our endorsement of such third parties or their products, apps, content or websites.

How SBI Holds and Secures Your Information

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We care about the security of your Personal Information, and take appropriate steps including technical and organizational measures to ensure that your Personal Information is treated securely and in accordance with this Website Privacy Policy. The measures we use are designed to provide a level of security appropriate to the risk of processing your Personal Information.

We use GoDaddy for hosting www.sbiTalentNetwork.com and GoDaddy/Microsoft for email. Any data entered into our website or sent via email is encrypted using SSL encryption provided by GoDaddy's services. GoDaddy's security methodologies are available at www.godaddy.com

INTERNATIONAL DATA TRANSFERS

Your personal information may be transferred to, and processed in, countries other than the country in which you are resident. These countries may have data protection laws that are different to the laws of your country (and, in some cases, may not be as protective).

Specifically, our Website servers are located in the United States, and our third party service providers and partners operate around the world. This means that when we collect your personal information we may process it in any of these countries.

However, we have taken appropriate safeguards to require that your personal information will remain protected in accordance with this Website Privacy Policy.

HOW LONG SBI RETAINS YOUR PERSONAL INFORMATION

We retain Personal Information we collect from you where we have an ongoing legitimate business need to do so (for example, to provide you with a service you have requested or to comply with applicable legal, tax or accounting requirements).

When we have no ongoing legitimate business need to process your Personal Information, we will securely store your Personal Information until it is deleted or you ask us to delete it. You can ask us to delete your information by contacting us at Skip@sbiTalentNetwork.com.

YOUR DATA PROTECTION RIGHTS

You have the following data protection rights:

- If you wish to access, correct, update or request deletion of your Personal Information, you can do so at any time by contacting us at Skip@sbiTalentNetwork.com .
- You have the right to opt-out of marketing communications we send you at any time. You can exercise this right by clicking on the "unsubscribe" or "opt-out" link in the marketing e-mails we send you. Or send an email to Skip@sbiTalentNetwork.com with "opt-out" on the subject line.
- Similarly, if we have collected and processed your Personal Information with your consent, then you can withdraw your consent at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect

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processing of your Personal Information conducted in reliance on lawful processing grounds other than consent.

- You have the right to complain to a data protection authority about our collection and use of your Personal Information. For more information, please contact your local data protection authority.

UPDATES TO THIS PRIVACY POLICY

We may update this Privacy Policy from time to time in response to changing legal, technical or business developments.

You can see when this Privacy Policy was last updated by checking the “last updated” date displayed at the top of this Privacy Policy.

CONTACT INFORMATION

If you want to provide comments or questions about our Privacy Policy, or to exercise your rights, feel free to contact us at Skip@sbiTalentNetwork.com.