



## Privacy Policy

### What this policy covers

Your privacy is important to us, and so is being transparent about how we collect, use, and share information about you.

This Privacy Policy covers the information we collect about you when you use the interviewME Platform, or otherwise interact with us, unless a different policy is displayed, interviewME, we and us refers to interviewME Pty Ltd, and any of our corporate affiliates. We refer to our offered product as the "interviewME Platform" in this policy. This policy has been written to be in accordance with the definitions of the Protection of Personal Information, POPI (SA), act as well as the General Data Protection Regulation, GDPR (EU). interviewME undertakes to ensure that the Personal Information in our possession is maintained with quality, accuracy, and confidentiality.

This policy also explains your choices surrounding how we use information about you, which include how you can object to certain uses of information about you and how you can access and update certain information about you. **If you do not agree with this policy, do not access, or use the interviewME Platform or interact with any other aspect of our business.**

Where we provide the interviewME Platform under contract with an organization (for example, your employer) that organization is responsible for the information processed by the interviewME Platform. For more information, please see Notice to End Users below. This policy does not apply to the extent we process personal information in the role of a processor (operator) on behalf of such organizations.



## **What information we collect about you**

We collect information about you when you provide it to us, when you use our the interviewME Platform, and when other sources provide it to us, as further described below.

### **Information you provide to us:**

We collect information about you when you input it into the interviewME Platform or otherwise provide it directly to us. This might include first name, surname, email address, race, age, sex, sexual orientation, marital status, language, disability, information relating to education, employment history, company name, company registration number and phone number.

### **Account and Profile Information:**

We collect information about you when you register for an account, create, or modify your profile, set preferences, sign-up for or make purchases through on the interviewME Platform. For example, you provide your contact information and, in some cases, billing information, when you register on the interviewME Platform. You also have the option of adding a display name, profile photo, job title, and other details to your profile information to be displayed on the interviewME Platform. We keep track of your preferences when you select settings on the interviewME Platform.

### **Content you provide through our platform:**

The interviewME Platform, where we collect and store content that you post, send, receive, and share. This content includes any information about you that you may choose to include. Content also includes the files and links you upload to the interviewME Platform. We collect feedback you provide directly to us through the interviewME Platform, we collect content using analytics techniques and we collect clickstream data about how you interact with and use features in the interviewME Platform.



### **Content you provide through our websites:**

The interviewME Platform also includes our websites owned or operated by us. We collect other content that you submit to these websites. For example, you provide content to us when you provide feedback or when you participate in any interactive features, surveys, promotions, activities or events.

### **Information you provide through our support channels:**

The interviewME Platform also includes our customer support, where you may choose to submit information regarding a problem you are experiencing with the interviewME Platform. Whether you open a support ticket, speak to one of our representatives directly or otherwise engage with our support team, you will be asked to provide contact information, a summary of the problem you are experiencing, and any other documentation, screenshots or information that would be helpful in resolving the issue.

### **Payment Information:**

We collect payment and billing information when you register for certain paid services provided on the interviewME Platform. For example, we ask you to designate a billing representative, including name and contact information, upon registration. You might also provide payment information, such as payment card details, which we collect via secure payment processing services.

### **Information we collect automatically when you use the interviewME Platform:**

We collect information about you when you use the interviewME Platform, including browsing our websites and taking certain actions within the interviewME Platform.



### **Your use of the interviewME Platform:**

We keep track of certain information about you when you visit and interact with our website or the interviewME Platform. This information includes the features you use; the links you click on; the type, size and filenames of attachments you upload to the interviewME Platform; frequently used search terms; and how you interact with others on the interviewME Platform.

### **Device and Connection Information:**

We collect information about your computer, phone, tablet, or other devices you use to access the interviewME Platform. This device information includes your connection type and settings when you install, access, update, or use the interviewME Platform. We also collect information through your device about your operating system, browser type, IP address, URLs of referring/exit pages, device identifiers, and crash data. We use your IP address and/or country preference in order to approximate your location to provide you with a better service experience. How much of this information we collect depends on the type and settings of the device you use to access the interviewME Platform.

### **Google API Services User Data Policy:**

Information use and transfer to or from any other app received from Google APIs will adhere to Google API Services User Data Policy, including the Limited Use requirements.

### **Cookies and Other Tracking Technologies:**

The interviewME Platform use's cookies and other tracking technologies (e.g., web beacons, device identifiers and pixels) to provide functionality and to recognize you across different devices. For more information, please see our [Cookie Notice](#), which includes information on how to control or opt out of these cookies and tracking technologies.



We may also use Google Analytics to collect information regarding visitor behavior and other visitor data on our Website and Platform. For more information about Google Analytics, please visit [www.google.com/policies/privacy/partners/](http://www.google.com/policies/privacy/partners/). You can opt out of Google's collection and processing of data produced by your use of the Website and Platform by going to <http://tools.google.com/dlpage/gaoptout>.

**Information we receive from other sources:**

We receive information about you from other interviewME Platform users, from third-party services, from our related companies, social media platforms, public databases, and from our business and channel partners. We may combine this information with information we collect through other means described above. This helps us to update and improve our records, identify new customers, create more personalized advertising, and suggest services that may be of interest to you.

**Other users of the Services:**

Other users of the interviewME Platform may provide information about you when they submit content through the interviewME Platform. For example, we may receive your email address from other interviewME Platform users when they provide it in order to invite you to the interviewME Platform. Similarly, an administrator may provide your contact information when they designate you as the billing contact on your company's account or when they designate you as an administrator.

**Other Partners:**

We receive information about you and your activities on and off the interviewME Platform from third-party partners, such as advertising and market research partners who provide us with information about your interest in and engagement with, the interviewME Platform and online advertisements.



### **Third Party Providers:**

We may receive information about you from third party providers of business information and publicly available sources (like social media platforms), including physical mail addresses, job titles, email addresses, phone numbers, intent data (or user behavior data), IP addresses and social media profiles, for the purposes of targeted advertising of products that may interest you, delivering personalized communications, event promotion, and profiling.

### **How we use information we collect**

How we use the information we collect depends in part on which part of the interviewME Platform you use, how you use it, and any preferences you have communicated to us. Below are the specific purposes for which we use the information we collect about you. Failure to provide such information to us might result in us not being able to provide certain of our services to you, and hence is mandatory where specified.

### **To provide the interviewME Platform and personalize your experience:**

We use information about you to provide the interviewME Platform to you, including to process transactions with you, authenticate you when you log in, provide customer support, and operate, maintain, and improve the interviewME Platform.

For example, we use the name you provide in your account to identify you to other interviewME Platform users. Our interviewME Platform also include tailored features that personalize your experience, enhance your productivity, and improve your ability to collaborate effectively with others. To opt out of this personalization, please contact [dataprotection@interviewme.tech](mailto:dataprotection@interviewme.tech)

### **For research and development:**

We are always looking for ways to make the interviewME Platform smarter, faster, secure, integrated, and useful. We use information and collective learnings (including feedback) about how people use the interviewME Platform to troubleshoot, to identify trends, usage, activity patterns, and



areas for integration and to improve the interviewME Platform and to develop new products, features and technologies that benefit our users and the public. For example, in some cases, we apply these learnings from the interviewME Platform to improve and develop similar features or to provide you with insights based on how others use the interviewME Platform.

**To communicate with you about the interviewME Platform:**

We use your contact information to send transactional communications via email and within the interviewME Platform, including confirming your purchases, reminding you of subscription expirations, responding to your comments, questions, and requests, providing customer support, and sending you technical notices, updates, security alerts, and administrative messages. We send you email notifications when you or others interact with you on the interviewME Platform. We also provide tailored communications based on your activity and interactions with us. These communications are part of the interviewME Platform and in most cases, you cannot opt out of them. If an opt out is available, you will find that option within the communication itself or in your account settings.

**To market, promote and drive engagement with the interviewME Platform:**

We use your contact information and information about how you use the interviewME Platform to send promotional communications that may be of specific interest to you, including by email and by displaying InterviewME ads on other companies' websites and applications. These communications may be informed by audits of interactions (like counting ad impressions) and are aimed at driving engagement and maximizing what you get out of the interviewME Platform, including information about new features, survey requests, newsletters, and events we think may be of interest to you. We also communicate with you about new interviewME Platform features, product offers, promotions, and contests. You can control whether you receive these communications as described below under "Opt-out of communications."

**Customer support:**

We use your information to resolve technical issues you encounter, to respond to your requests for assistance, to analyze crash information, and to repair and improve the interviewME Platform. Where you give us express permission to do so, we share information with a third-party expert for the purpose of responding to support-related requests.

**For safety and security:**

We use information about you and your interviewME Platform use to verify accounts and activity, to detect, prevent, and respond to potential or actual security incidents and to monitor and protect against other malicious, deceptive, fraudulent, or illegal activity, including violations of the interviewME Platform policies.

**To protect our legitimate business interests and legal rights:**

Where required by law or where we believe it is necessary to protect our legal rights, interests, and the interests of others, we use information about you in connection with legal claims, compliance, regulatory, and audit functions, and disclosures in connection with the acquisition, merger, or sale of a business.

**With your consent:**

We use information about you where you have given us consent to do so for a specific purpose not listed above. For example, we may publish testimonials or featured customer stories to promote the interviewME Platform, with your permission.

**Legal basis for processing:**

We collect and process information about you only where we have legal basis for doing so under applicable EU laws and the GDPR legislation. The legal basis is how you use the interviewME Platform. This means we collect and use your information only where:



We need it to provide you the interviewME Platform, including to operate the interviewME Platform, provide customer support and personalized features and to protect the safety and security of the interviewME Platform. It satisfies a legitimate interest (which is not overridden by your data protection interests), such as for research and development, to market and promote the interviewME Platform and to protect our legal rights and interests.

You give us consent to do so for a specific purpose; or

We need to process your data to comply with a legal obligation.

If you have consented to our use of information about you for a specific purpose, you have the right to change your mind at any time, but this will not affect any processing that has already taken place. Where we are using your information because we or a third party (e.g., your potential employer) have a legitimate interest to do so, you have the right to object to that use though, in some cases, this may mean no longer using the interviewME Platform.

### **How we share information we collect:**

**We are not in the business of selling information about you to advertisers or other third parties.**

### **Sharing with other interviewME Platform users:**

When you use the interviewME Platform, we share certain information about you with other interviewME Platform users.

### **Managed accounts and administrators:**

If you register or access the interviewME Platform using an email address with a domain that is owned by your employer or organization or associate that email address with your existing account, and such organization wishes to establish an account or site, certain information about you including your name, contact info, content and past use of your account



may become accessible to that organization's administrator and other interviewME Platform users sharing the same domain. If you are an administrator for a particular site or group of users within the interviewME Platform, we may share your contact information with current or past interviewME Platform users, for the purpose of facilitating service-related requests.

### **Sharing with third parties**

We share information with third parties that help us operate, provide, improve, integrate, customize, support and market the interviewME Platform.

**Service Providers:** We work with third-party service providers to provide website and application development, hosting, maintenance, backup, storage, virtual infrastructure, payment processing, analysis, and other services for us, which may require them to access or use information about you. If a service provider needs to access information about you to perform services on our behalf, they do so under close instruction from us, including appropriate security and confidentiality procedures designed to protect your information. The policies of these providers are available on request.

**Links to Third Party Sites:** The interviewME Platform may include links that direct you to other websites or services whose privacy practices may differ from ours. If you submit information to any of those third-party sites, your information is governed by their privacy policies, not this one. We encourage you to carefully read the privacy policy of any website you visit.

**Third Party Services:** We may offer you the ability to interact with or share information with third parties through the Services. For example, we may offer users the ability to embed YouTube videos. When you intentionally interact with these third parties, we may share certain information with those third parties or receive information with those third parties, consistent with your privacy settings on the third-party service. Such



information may include contact information, identification, and demographic information, and device information and identifiers. You should always check the privacy settings and notices in these third-party services to understand how those third parties may use your information.

***With your consent.*** We share information about you with third parties when you give us consent to do so. For example, we often display personal testimonials of satisfied customers on our public websites. With your consent, we may post your name alongside the testimonial.

## **How we store and secure information we collect:**

### **Information storage and security**

We use industry standard technical and organizational measures to secure the information we store.

While we implement safeguards designed to protect your information, no security system is impenetrable and due to the inherent nature of the Internet, we cannot guarantee that information, during transmission through the Internet or while stored on our systems or otherwise in our care, is completely safe from intrusion by others.

## **How long we keep information:**

How long we keep information we collect about you depends on the type of information, as described in further detail below, but will not keep it for longer than is reasonably necessary. After such time, we will either delete or de-identify your information or, if this is not possible (for example, because the information has been stored in backup archives), then we will securely store your information and isolate it from any further use until deletion is possible.

### ***Account information:***



We retain your account information for as long as your account is active and a reasonable period thereafter in case you decide to re-activate your account on interviewME Platform. We also retain some of your information as necessary to comply with our legal obligations, to resolve disputes, to enforce our agreements, to support business operations, and to continue to develop and improve the interviewME Platform. Where we retain information for service improvement and development, we take steps to eliminate information that directly identifies you, and we only use the information to uncover collective insights about the use of the interviewME Platform, not to specifically analyze personal characteristics about you.

***Information you share on the interviewME Platform:***

If your account is deactivated or disabled, some of your information and the content you have provided will remain in order to allow your team members or other users to make full use of the interviewME Platform. For example, we continue to display feedback you sent to the users that received them and continue to display content you provided, but when requested details that can identify you will be removed.

***Managed accounts:***

If the interviewME Platform is made available to you through an organization (e.g., your employer), we retain your information for as long as required by the administrator of your account. For more information, see "Managed accounts and administrators" above.

***Marketing information:***

If you have elected to receive marketing emails from us, we retain information about your marketing preferences for a reasonable period from the date you last expressed interest in the interviewME Platform, such as when you last opened an email from us or ceased using your InterviewME account. We retain information derived from cookies and other tracking technologies for a reasonable period from the date such information was created.



## How to access and control your information:

You have certain choices available to you when it comes to your information. Below is a summary of those choices, how to exercise them and any limitations.

### Your Choices:

You have the right to request a copy of your information, to object to our use of your information (including for marketing purposes), to request the

deletion or restriction of your information, or to request your information in a structured, electronic format. Below, we describe the tools and processes

for making these requests. You can exercise some of the choices by logging into the interviewME Platform and using settings available within the interviewME Platform or your account. Where the interviewME Platform is administered for you by an administrator (see "Notice to End Users" below), you may need to contact your administrator to assist with your requests first. For all other requests, you may contact us as provided in the Contact Us section below to request assistance.

Your request and choices may be limited in certain cases: for example, if fulfilling your request would reveal information about another person, or if you ask to delete information which we or your administrator are permitted by law or have compelling legitimate interests to keep. If you have unresolved concerns, you may have the right to complain to a data protection authority in the country where you live, where you work or where you feel your rights were infringed.

### *Access and update your information:*

The interviewME Platform and related documentation give you the ability to access and update certain information about you from within the interviewME Platform. For example, you can access your profile information from your account, and you can update your profile information within your profile settings and modify content that contains



information about you using the editing tools associated with that content.

***Deactivate your account.***

If you no longer wish to use the interviewME Platform, you or your administrator may be able to deactivate your interviewME Platform account. If you can deactivate your own account, that setting is available to you in your account settings. Otherwise, please contact your administrator. If you are an administrator and are unable to deactivate an account through your administrator settings, please contact the appropriate support team [support@interviewme.tech](mailto:support@interviewme.tech)

Please be aware that deactivating your account does not delete your information; your information remains visible to other in users based on your past participation within the interviewME Platform. For more information on how to delete your information, see below.

***Delete your information.***

The interviewME Platform and related documentation give you the ability to delete certain information about you from within the interviewME Platform. Please note, however, that we may need to retain certain information for record keeping purposes, to complete transactions or to comply with our legal obligations.

***Request that we stop using your information.***

In some cases, you may ask us to stop accessing, storing, using, and otherwise processing your information where you believe we do not have the appropriate rights to do so. For example, if you believe an interviewME account was created for you without your permission or if you are no longer an active user, you can request that we delete your account as provided in this policy. Where you gave us consent to use your information for a limited purpose, you can contact us to withdraw that consent, but this will not affect any processing that has already taken place at the time. You can also opt-out of our use of your information for marketing purposes by contacting us, as provided below. When you make



such requests, we may need time to investigate and facilitate your request. If there is delay or dispute as to whether we have the right to continue using your information, we will restrict any further use of your information until the request is honored or the dispute is resolved, provided your administrator does not object (where applicable).

***Opt out of communications:***

You may opt out of receiving promotional communications from us by using the unsubscribe link within each email, updating your email preferences within your interviewME account settings menu, or by contacting us as provided below to have your contact information removed from our promotional email list or registration database. Even after you opt out from receiving promotional messages from us, you will continue to receive transactional messages from us regarding the interviewME Platform. You can opt out of some notification messages in your account settings. Please note, you will continue to receive generic ads.

***Turn off Cookie Controls:***

Relevant browser-based cookie controls are described in our [Cookie Policy](#)

***Send "Do Not Track" Signals:***

Some browsers have incorporated "Do Not Track" (DNT) features that can send a signal to the websites you visit indicating you do not wish to be tracked. Because there is not yet a common understanding of how to interpret the DNT signal, our Services do not currently respond to browser DNT signals. You can use the range of other options we provide to control data collection and use, including the ability to opt out of receiving marketing from us as described above.



## Other important privacy information:

### Notice to End Users

Many users of the interviewME Platform intend it for use by organizations. Where the interviewME Platform is made available to you through an organization (e.g., your employer), that organization is the administrator of the interviewME Platform and is responsible for the accounts. If this is the case, please direct your data privacy questions to your administrator, as your use of the interviewME Platform is subject to that organization's policies. We are not responsible for the privacy or security practices of an administrator's organization, which may be different than this policy.

Administrators can:

- Require you to reset your account password.
- Restrict, suspend, or terminate your access to the interviewME Platform.
- Access information in or about your account.
- Access or retain information stored as part of your account.

In some cases, administrators can also:

- Restrict, suspend, or terminate your account access.
- Change the email address associated with your account.
- Restrict your ability to edit, restrict, modify, or delete information

Even if the interviewME Platform is not currently administered to you by an organization, if you use an email address provided by an organization (such as your work email address) to access the interviewME Platform, then the owner of the domain associated with your email address (e.g., your employer) may assert administrative control over your account and use of the interviewME Platform later. You will be notified if this happens.

Please contact your organization or refer to your administrator's organizational policies for more information.



### **Our policy towards children**

The interviewME Platform is not directed to individuals under 18. We do not knowingly collect personal information from children under 18. If we become aware that a child under 18 has provided us with personal information, we will take steps to delete such information. If you become aware that a child has provided us with personal information, please contact the appropriate support team.

### **Changes to our Privacy Policy**

We may change this privacy policy from time to time. We will post any privacy policy changes on this page and, if the changes are significant, we will provide a more prominent notice by adding a notice on the interviewME Platform homepages, login screens, or by sending you an email notification. We will also keep prior versions of this Privacy Policy in an archive for your review. We encourage you to review our privacy policy whenever you use the interviewME Platform to stay informed about our information practices and the ways you can help protect your privacy. If you disagree with any changes to this privacy policy, you will need to stop using the Services and deactivate your account(s), as outlined above.

### **Contact Us**

Your information is controlled by InterviewME Pty Ltd. If you have questions or concerns about how your information is handled, please visit our [contact us](#) page.