

Krunchbox is committed to protecting your privacy and in your preferences concerning the collection and use of your Personal Information. This Privacy Policy is intended to describe how your personal information is processed and used, and we will use every effort to ensure that our activities keep within the spirit of this Privacy Policy.

## Krunchbox Privacy Policy

Krunchbox ("krunchbox" or "we") respect your preferences concerning the treatment of Personal Information that we may collect. This policy lets you know how we collect and use your Personal Information, how you can control its use, and describes our practices regarding information collected.

### Personal and Other Information We Collect

Through your interaction with us, krunchbox may collect **Personal Information**, which is information that identifies an individual or relates to an identifiable individual. Personal Information may include, but is not limited to:

1. Your name
2. Physical address
3. Telephone number
4. e-mail address
5. Your IP address
6. Publicly available information
7. Credit Card details
8. Information required to consider your job application such as your education and employment history. In this case the information may have been provided by a recruiter

Krunchbox may also collect **Other Information** through your interaction with us, which does not reveal your specific identity or does not directly relate to an individual. Other Information may include, but is not limited to:

1. Browser and device information
2. Data collected through automated electronic interactions
3. Application usage data
4. Demographic information
5. Geographic or geo-location information
6. Statistical and aggregated information.

Statistical or aggregated information does not directly identify a specific person, but it may be derived from Personal Information. For example, we may aggregate Personal Information to calculate the percentage of users in a particular post code.

In some instances, we may combine Other Information with Personal Information, such as combining a precise geographical location with your name. If we combine Other Information with Personal Information, we will treat the combined information as Personal Information.

You can access your personal information through your krunchbox user profile. Upon request we will provide your personal information to you.

### How We Collect Information

Krunchbox and our third party service providers may collect both Personal Information and Other Information from a variety of sources that generally fall into four categories:

**Direct Interactions:** From your use of and interaction with us through the website and other activities such as account creation, submission of registrations and forms, or sales inquiries and transactions.

- **Publicly Available Data / Data from Third Parties:** Data from Automated Interactions on non- krunchbox websites, or other data you may have made publicly available, such as social media posts, or data provided by third party sources, such as marketing opt-in lists, or data aggregators.

- **Automated Interactions:** From the use of technologies such as electronic communication protocols, cookies, embedded URLs or pixels, or widgets, buttons and tools.
- **Indirect collections:** your employer (our customer) or our third party service providers may provide us with your information; we may buy a list or obtain information from trade show directories; recruiters may refer your details to us.

Although krunchbox's use of Automated Interactions may change over time as technology evolves, the following descriptions are designed to provide you with additional detail about krunchbox's current approach to information collected from Automated Interactions.

**Electronic Communications Protocols:** As is true when you visit most websites and apps, Krunchbox may automatically receive information from you as part of the communication connection itself, which often consists of network routing information (where you came from), equipment information (browser type), your IP address (which may identify your general geographic location or company), and date and time.

Krunchbox may also automatically receive and record information about your interaction with the website, such as clickstream information (when each krunchbox webpage was visited and how much time was spent on the page), or general geo-location data.

**Cookies:** Krunchbox's server will query your browser to see if there are "cookies" previously set by our electronic website. A cookie is a small piece of information sent by a Web server to store on a Web browser so it can later be read back from that browser. Cookies may collect information, including a unique identifier, user preferences, profile information, membership information, and general usage and volume statistical information. Cookies may also be used to collect individualized web site use data, provide electronic Channel personalization, or conduct and measure the effectiveness of advertising in accordance with this Policy. Some cookies may remain on users' computers after they leave the Website. While the majority is set to expire within 1-24 months of your last visit to the website that set the cookie, others may not expire because of their nature, like cookies that remember opt-out preferences.

Your browser may provide you with information and control over cookies. You can set your browser to alert you when a cookie is being used, and accept or reject the cookie. You can also set your browser to refuse all cookies or accept only cookies returned to the originating servers. Users can generally disable the cookie feature on their browser without affecting their ability to use the site, except in some cases where cookies are used as an essential security feature necessary for transaction completion. Cookies, however, are important to the proper functioning of a site, and disabling them may degrade your experience and interfere with Web site features and customizations.

**Managing Cookie Preferences:** You may access or change your cookie preferences at any time.

**Embedded URLs:** Krunchbox may use a tracking technique that employs embedded URLs to allow use of the electronic Channels without cookies. Embedded URLs allow limited information to follow you as you navigate the electronic Channels, but are not associated with Personal Information and are not used beyond the session.

**Embedded Pixels and Similar Technologies:** Krunchbox and its service providers may use embedded pixel technologies for the purposes of identifying unique user visits (as opposed to aggregate hits), and for advertising purposes. In addition, embedded pixels or other technologies may be used in e-mails and our online display advertising to provide information on when the e-mail or ad was opened to track marketing campaign responsiveness; information collected using these technologies may be associated with the recipient's e-mail address.

**Widgets, Buttons, and Tools:** Krunchbox may include widgets, which are interactive mini-programs that run on our site to provide specific services from another company (e.g., links to bookmarked sites), along with buttons or other tools that link to other companies' services (e.g., a "Like" button or third party map). The widget, button or tool may collect and automatically send Personal Information, such as your e-mail address, or Other Information (such as your browser information, or IP address), to a third party. Cookies may also be set or used by the widgets, buttons or tools to enable them to function properly or for other purposes, which may include advertising. Information collected or used by a widget, button or tool, including cookie settings and preferences, is governed by the privacy policy of the company that created it.

**Physical Location:** We may collect the physical location of your device and use it to provide you with personalized location-based services or content. In some instances, you may be permitted to allow or deny such use of your device's location, but if you choose to deny such use, we may not be able to provide you with the applicable personalized services or content.

## How We Use and Share Personal Information

Krunchbox uses and shares the Personal Information it collects (unless otherwise restricted by applicable law), to:

**Engage in Transactions.** Krunchbox may use Personal Information to engage in transactions with you.

**Process Transactions.** Krunchbox may use Personal Information along with, financial, credit card, and payment information, to process your transactions.

**Provide Support or Other Services.** Krunchbox may use your Personal Information to provide you support or other services we provide, as well as product updates, product patches and fixes and other similar operational communications.

**Automated notifications.** To provide you with automated notifications e.g. weekly updated data notifications. As a user you have the ability to opt out of such communications at any time. If you do so, your employing organisation may not receive these communications.

**Tailor Marketing to Your Needs and Respond to Your Requests.** Krunchbox may use your Personal Information to notify you about service developments, and to advertise krunchbox's services in accordance with this Policy. Your website visit, marketing experience, and communications may be tailored to your interests based on your Personal Information. Krunchbox may also use Personal Information in order to respond directly to your information requests.

**Interact with You on Third Party Social Networks.** Krunchbox may use your Personal Information to interact with you on third party social networks. Krunchbox's interactions with you on a third party social network would be subject to that network's privacy policies and terms of use.

**Post Testimonials.** We post testimonials on our Website that may contain Personal Information. Prior to posting a testimonial, we will obtain your consent to use your name and testimonial.

**Select Content, Improve Quality and Facilitate Use.** Krunchbox may use your Personal Information to help create and personalize content on our website, facilitate your use of the website (for example, to facilitate navigation and the login process, avoid duplicate data entry and enhance security), improve quality, and evaluate response rates.

**Improve Products, Services, and Experiences.** Krunchbox may use your Personal Information to evaluate and improve our services, marketing, and customer relationships.

## How We Disclose Personal Information

Krunchbox discloses Personal Information it collects (unless otherwise restricted by applicable law), to:

**Obtain Third Party Services.** We also share Personal Information with third parties who provide services to krunchbox, such as financial institutions, analytics, web site management, information technology and related infrastructure provision, customer service, e-mail delivery, auditing, and other similar services. When krunchbox shares Personal Information with third party service providers, we require that they use your Personal Information only for the purpose of providing services to us and subject to terms consistent with this Policy.

**Protect our Employees, Sites, Facilities, and Operations.** Krunchbox may disclose your Personal Information as we believe to be necessary or appropriate to protect the health and safety of our employees and visitors, our physical and online operations, our property, rights, and privacy, you or others. If you visit our offices, you may be photographed or videotaped as part of maintaining the security of our facilities. Facility security photography will be treated as sensitive information and will only be used for security and investigation purposes.

**Consider your application for employment or a contracting role.** to consider your suitability for a job or contract with us, including to check your background, to on-board you if you are successful and to comply with our legal obligations as an employer.

**Comply with Legal Requirements and Corporate Transactions.** Krunchbox may disclose your Personal Information as we believe to be necessary or appropriate:

- Under applicable law, including laws outside your country of residence;
- To comply with legal process;
- To respond to requests from public and government authorities, including public and government authorities outside your country of residence;
- To enforce our terms and conditions; and
- To allow us to pursue available remedies or limit the damages that we may sustain. Additionally, in the event of a reorganization, merger, sale, joint venture, assignment, transfer or other disposition of all or any portion of our business, assets or shares (including in connection with any bankruptcy or similar proceedings), we may transfer the Personal Information we have collected to the relevant third party.

If your personal information is not complete we may not be able to provide you with the full krunchbox service.

## Other Information

We may use, transfer, and disclose Other Information we collect (which does not identify you) for any purpose, except where applicable law requires otherwise. If we are required to treat Other Information as Personal Information under applicable law, then we will only use it in the same way that we are permitted to use and disclose Personal Information.

## Retention and Deletion

Krunchbox will retain your Personal Information for as long as your account is active; as needed to provide you the service; as needed for the purposes outlined in this policy or at the time of collection; as necessary to comply with our legal obligations resolve disputes, and enforce our agreements; or to the extent permitted by law.

## Security

The security of your Personal Information is very important to krunchbox. We use physical, electronic, and administrative safeguards that are designed to protect your Personal Information from loss, misuse and unauthorized access, disclosure, alteration and destruction.

In addition, krunchbox uses standard security protocols and mechanisms to exchange the transmission of sensitive data such as credit card details. When you enter sensitive Personal Information such as your credit card number on our site, we encrypt it using secure socket layer (SSL) technology.

In the event that your Personal Information is acquired, inside or outside of your organization, or is reasonably believed to have been acquired, by an unauthorized person and applicable law requires notification, krunchbox will notify you by e-mail, fax, or mail. Krunchbox will give you notice promptly, consistent with the reasonable needs of law enforcement and/or krunchbox to determine the scope of the breach and to investigate and restore the integrity of the data system.

## Sensitive Information

We ask that you not send us, and you not share any sensitive Personal Information (e.g., information related to racial or ethnic origin, political opinions, religion or other beliefs, health, criminal background or trade union membership).

## Children's Privacy

As a company focused on serving the needs of businesses krunchbox is not directed to minors and krunchbox does not promote or market its services to minors.

## Overseas Disclosure

We collect your Personal Information in Australia. Krunchbox may disclose your personal information to organisations overseas. This will include other Krunchbox entities. Overseas recipients are likely to be located in New Zealand, Singapore, the United States of America, Canada or the United Kingdom.

## For EU individuals only

The EU General Data Protection Regulation (**GDPR**) may apply to you if you are located in the EU or EEA. “Personal Information” is referred to as “Personal Data” in the GDPR. We collect and will handle it as set out in this policy and in accordance with the GDPR. Your Personal Data will only be processed as set out in this policy. The lawful bases we rely on for processing your Personal Data are either that:

- a) we have obtained your prior consent to the processing (and you can withdraw your consent at any time);
- b) we are processing the data for our legitimate interests in carrying out our business activities as disclosed in this policy such as to communicate with you, to provide our services to your employer organization, to consider an application for a job or contract role if you have applied to us, to provide support or to fulfil our compliance obligations; or
- c) we are complying with a legal obligation or requirement.

Under the GDPR you have certain rights as a data subject. These rights are:

- not to provide your Personal Data to us (but note that we may be unable to provide you (or your employer) with the full benefit of our website or our services)
- to request access to or copies of your Personal Data and information about the nature, processing and disclosure of your Personal Data
- the right to request rectification of any inaccuracies
- the right to request on legitimate grounds, erasure of your Personal Data (the right to be forgotten) or restriction of processing of your Personal Data
- the right to have certain Personal Data transferred to another controller (right of portability)
- the right to lodge complaints with a data protection authority about our processing of your Personal Data.

**Right to object:** You may object to Krunchbox processing your Personal Data (including for direct marketing purposes) and we will cease such processing.

We will not transfer your Personal Data overseas without your consent or otherwise complying with the GDPR.

You are not obliged to provide your Personal Data to us. However, if you do not, we may be unable to communicate with you, respond to you in a way you would expect and Krunchbox may not be able to provide its services to your employer.

## Complaints

If you have any complaints regarding our compliance with this policy or the privacy laws, you should first contact us using the details below. We will investigate and attempt to resolve your complaint in a reasonable time usually 30 days.

If you have unresolved concerns, you may have the right to complain to the Office of the Australian Information Commissioner in Australia or to a data protection authority in another jurisdiction.

## Contact Us

If you believe your Personal Information has been used in a way that is not consistent with this policy or your specified preferences, or if you have further questions related to this policy, please address your enquiries to:

- The General Manager of your territory
- Within Australia contact 1300 578 624

## Policy Updates

We may update this policy from time to time. We will post a prominent notice in this section of this policy notifying users when it is updated.

*Last updated April 2023*