## NIETZSCHE ENTERPRISE CO., LTD(NR) Privacy Policy

Thanks for using NR! Here we describe how we collect, use, and handle your personal data when you use our websites, software, and services ("Services").

## What & Why

We collect and use the following information to provide, improve, protect, and promote our Services.

Account information. We collect, and associate with your account, the information you provide to us when you do things such as sign up for your account, and set up two-factor authentication (like your name, email address, phone number, payment info, and physical address). We store, process, and transmit Your Stuff as well as information related to it. This related information includes your profile information.

Contacts. You may choose to give us access to your users to make it easy for you, if you're a our website user. We'll store those users on our servers.

Usage information. We collect information related to how you use the Services, including actions you take in your account (like sending and receiving electronic signature requests and other transactions). We use this information to provide, improve, and promote our Services, and protect our website users.

Device information. We also collect information from and about the devices you use to access our website. This includes things like IP addresses, the type of browser and device you use, the website you visited before coming to our sites, and identifiers associated with your devices. Your devices (depending on their settings) may also transmit location

information to our website. For example, we use device information to detect abuse and identify and troubleshoot bugs.

Cookies and other technologies. We use technologies like cookies and pixel tags to provide, improve, protect, and promote our Services. For example, cookies help us with things like remembering your username for your next visit, understanding how you are interacting with our Services, and improving them based on that information. You can set your browser to not accept cookies, but this may limit your ability to use the Services. If our systems receive a DNT:1 signal from your browser, we'll respond to that signal as outlined here. We may also use third-party service providers that set cookies and similar technologies to promote NR.

NR analytics. When you use the NR analytics portion of our Services to view content, we collect information including your identifying and device information, such as email addresses, IP addresses, and device identifiers of devices you use to view the content. We also collect information on how you interact with the viewed content, such as the date and time you view the content, the number of times and length of time you view the content, and which portions of the content you view. Marketing. We give users the option to use some of our Services free of charge. These free Services are made possible by the fact that some users upgrade to one of our paid Services. If you register for our Services, we will, from time to time, send you information about upgrades when permissible. Users who receive these marketing materials can opt out at any time. If you don't want to receive a particular type of marketing material from us, click the 'unsubscribe' link in the corresponding emails, or update your preferences in the Notifications section of your personal account.

We may also collect information from you if you interact with NR representatives at an event, download marketing or educational materials from our website, or contact a NR representative. We may use the information you provide to send you additional marketing materials. We sometimes contact people who don't have a NR account. For recipients in the EU, we or a third party will obtain consent before reaching out. If you receive an email and no longer wish to be contacted by NR, you can unsubscribe and remove yourself from our contact list via the message itself.

Bases for processing your data. We collect and use the personal data described above in order to provide you with the Services in a reliable and secure manner. We also collect and use personal data for our legitimate business needs. To the extent we process your personal data for other purposes, we ask for your consent in advance or require that our partners obtain such consent.

#### With Whom

We may share information as discussed below, but we won't sell it to advertisers or other third parties.

Others working for and with NR. NR uses certain trusted third parties (for example, providers of customer support and IT services) for the business purposes of helping us provide, improve, protect, and promote our Services. These third parties will access your information to perform tasks on our behalf, and we'll remain responsible for their handling of your information per our instructions.

Other NR Companies. NR shares infrastructure, systems, and technology with other NR Companies to provide, improve, protect, and promote NR Company Services. We process your information across the NR

Companies for these purposes, as permitted by applicable law and in accordance with their terms and policies.

Other applications. You can choose to connect your NR account with third-party services—for example, via NR APIs. By doing so, you're enabling NR and those third parties to exchange information about you and data in your account so that NR and those third parties can provide, improve, protect, and promote their services. Please remember that third parties' use of your information will be governed by their own privacy policies and terms of service.

Team Admins. If you are a user of a NR Team, your administrator may have the ability to access and control your NR Team account. Please refer to your organization's internal policies if you have questions about this. If you share Your Stuff with a NR Team user, the administrator of the team account may have the ability to access and edit what you share.

Law & Order and the Public Interest. We may disclose your information to third parties if we determine that such disclosure is reasonably necessary to: (a) comply with any applicable law, regulation, legal process, or appropriate government request; (b) protect any person from death or serious bodily injury; (c) prevent fraud or abuse of NR or our users; (d) protect NR's rights, property, safety, or interest; or (e) perform a task carried out in the public interest.

Stewardship of your data is critical to us and a responsibility that we embrace. We believe that your data should receive the same legal protections regardless of whether it's stored on our Services or on your home computer's hard drive. We'll abide by the following Government Request Principles when receiving, scrutinizing, and responding to government requests (including national security requests) for your data: Be transparent

Fight blanket requests
Protect all users, and
Provide trusted services.

#### How

Security. We have a team dedicated to keeping your information secure and testing for vulnerabilities. We deploy automated technologies to detect abusive behavior and content that may harm our Services, you, or other users. We continue to work on features to keep your information safe. User Controls. You can access, amend, download, and delete your personal information by logging into your NR account and going to your account settings our website.

Retention. When you sign up for an account with us, we'll retain information you store on our Services for as long as your account exists or as long as we need it to provide you the Services. If you delete your account, we'll initiate deletion of this information after 30 days. Learn more here. But please note: (1) there might be some latency in deleting this information from our servers and back-up storage; and (2) we may retain this information if necessary to comply with our legal obligations, resolve disputes, or enforce our agreements.

## Where

Around the world. To provide you with the Services, we may store, process, and transmit data in the United States and locations around the world—including those outside your country. Data may also be stored locally on the devices you use to access the Services.

Data Transfers. When transferring data from the European Union, the European Economic Area, the United Kingdom, and Switzerland, NR

relies upon a variety of legal mechanisms, such as contracts with our	
customers and affiliates, Standard Contractual Clauses, and the Europea	ın
Commission's adequacy decisions about certain countries, as applicable	•
We ask that you first submit any such complaints directly to us via	
@NR.com. If you aren't satisfied with our response, please contact NR	at
https://www In the event you	ır
concern still isn't addressed by NR, you may be entitled to a binding	
arbitration under Privacy Shield and its principles.	

### **Your Control and Access of Your Data**

You have control over your personal data and how it's collected, used, and shared. For example, you can:

Delete Your Stuff in your NR account.

Change or correct personal data. You can manage your account and the content contained in it, as well as edit some of your personal data, through your account settings our website.

Access and take your data elsewhere. You can access your personal data from your NR account and you can download a copy of Your Stuff in a machine readable format as outlined here. You can also ask us for a copy of personal data you provided to us or that we've collected, the business or commercial purpose for collecting it, the types of sources we got it from, and types of third parties we've shared it with.

Object to the processing of your personal data. Depending on the processing activity, you can request that we stop or limit processing of your personal data.

If you would like to submit a data access request or object to the processing of your personal data, please email us at\_\_\_\_\_\_

@NR.com. To request that your personal data be deleted, please fill out this form.

# Changes

If we're involved in a reorganization, merger, acquisition, or sale of our assets, your data may be transferred as part of that deal. We'll notify you (for example, via a message to the email address associated with your account) of any such deal and outline your choices in that event.

We may revise this Privacy Policy from time to time, and will post the most current version on our website.

#### Contact