



Privacy Policy

Thank you for choosing Ascentis! Ascentis Corporation, together with its subsidiaries, affiliates, and assigns, including, but not limited to, NOVAtime Technology, Inc., (“Ascentis”, “we,” “us,” or “our”) provides time and attendance, payroll, benefits administration, talent management, recruiting, and other human resources services.

At Ascentis, privacy is a top priority and we are committed to protecting the confidentiality and security of information we collect, receive, or process, when providing our services. This Privacy Policy explains how we collect, store, and process your personal information sent to us by you, your employer, or your client, which identifies or could be used to identify you (“PI”).

By logging in to use our services, you agree to the collection, use, and transfer of your PI as described in this Privacy Policy.

Policy Scope

This policy applies to any PI sent to or collected by Ascentis, or its subsidiary or affiliated entities, through one of Ascentis’ products or services.

We follow this Privacy Policy in conjunction with the applicable laws in the places where we operate. In some cases, we may provide additional terms and conditions which apply to specific Products or Services, or to information we collect from your visit to our public website. In cases where those terms and conditions conflict with this Privacy Policy, those terms and conditions will control.

Types of PI You or Your Employer May Send Us

During the course of your use of our Products and Services, we may collect, store, and process, the following types of Personal Information:

- Identity Information – first name, last name, picture, social security number, user ID/Employee ID and password for accessing our services.
- Contact Information – physical address, email address, telephone number, work location, and department and job data.

- Employment Information – employee status, hire date.
- Application Information – information submitted with your application for employment, including, but not limited to, information contained in any résumé, curriculum vitae, or cover letters.
- Bank Data – if you utilize choose direct deposit you will be asked to supply bank account data, including, but not limited to, account and routing numbers.
- IP Address or Device Identifier. We collect your IP address, which identifies the computer or service provider that you use to access our recruitment portal or, if you connect through a mobile device, your mobile device identifier.
- Cookies. Cookies are small text files that can be used by websites to make a user's experience more efficient. Our portal uses different types of cookies to, among other things, store information regarding your preferences and analyze our portal traffic.
- Web beacons and other technologies. Our portal may use other tracking tools, including web beacons, which are small electronic images embedded in web content and email messages that are not ordinarily visible to users.
- Usage Information – details about your usage of the recruitment portal, including log-in information, application submission date, and position for which you applied.

How we use and disclose your Personal Information

Ascentis will strive to use and disclose your Personal Information only as necessary to provide our Products and Services to you or our Client. The ways in which we may use and share your Personal Information include:

- Service Providers, such as those who provide system administration and hosting, credit card processing, marketing, research and analytics, or customer support.
- Affiliates, to the extent that it is required to provide our Products and Services to you or our Client.
- Our Clients, who are affiliated with or responsible for your use of the Products or Services, and to the extent this is necessary to verify accounts and activity, or enforcing our terms and policies.
- Professional Advisors, including lawyers, bankers, auditors, and insurers, who provide consultancy, banking, legal, insurance, and accounting

services, and to the extent we are obliged to share your Personal Information.

- Third Parties Involved in a Corporate Transaction, such as to a buyer or other successor prior to or in the event of a merger, acquisition, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of our assets, whether as a going concern or as a part of bankruptcy, liquidation, or similar proceeding, where the information is among the assets being transferred, or for any other purpose we disclose when you provide the information.
- Regulators or Courts, as required by law, as necessary to comply with a subpoena or similar investigative demand, court order, request for cooperation from law enforcement or other governmental agency, to exercise our legal rights, to defend against legal claims, or as otherwise required by law.

Security of Your Personal Information

When providing Services, Ascentis is committed to protecting your personal information in every transaction, at every tier of our application service offering. We maintain physical, technical and administrative safeguards to protect your information. In addition, the computers/servers in which we store personal information are kept in a secure environment. Only employees who need access to the information to perform a specific job (for example, provide customer service) are granted access to personal information.

While we follow generally accepted standards to protect your Personal Information, no method of storage or transmission is completely secure. You are solely responsible for protecting your password, limiting access to your devices, and signing out of websites.

How Long We Keep Your Personal Information

Biometric data and employee images will be purged promptly when you are marked inactive by your organization. All other Personal Information will be kept for seven (7) years after your Employer (our Client) terminates their contract with us.

Biometric Data

To protect your privacy, Ascentis does not save an image of your fingerprints or handprints. In addition, any data we use for identity verification, workplace security, and fraud prevention purposes cannot be used to recreate biometric

images (such as fingerprints). For more information, please see Ascentis' Biometric Data Notice available at: <https://novatime.com/wp-content/uploads/2020/03/NOVAtime-Biometric-Data-Notice.pdf>.

Your Rights In Relation To Your Personal Information

You may have certain rights, under applicable law, relating to your Personal Information, including:

Right to Know. You may request that we disclose to you the categories of, and specific pieces of personal information that we collected about you for the twelve month period preceding your request, including:

- The categories of Personal Information we collected;
- The types of sources we collected such Personal Information from;
- The purpose of collecting the Personal Information; and
- The categories of third parties with access to your Personal Information (if any).

Right to Request Deletion of Your Personal Information. You may request that we delete Personal Information that we have collected or maintain about you, subject to certain exceptions under the CCPA.

Right to Opt-Out of Sale of Personal Information. We do not sell your Personal Information.

Right to Non-Discrimination. We will not discriminate against you for choosing to exercise your rights under the law.

Rectify Your Personal Information. You may request that we correct inaccurate Personal Information, taking into account the purpose of processing the Personal Information.

Other Rights. You may have other rights with respect to your Personal Information as provided under applicable law. Please contact us if you would like to submit a request to exercise one of these rights.

To submit a request to exercise one of these rights, you may contact us at privacy@ascentis.com. Please include the following information in your request: Name, address, details of specific right you wish to exercise. If you are an authorized agent wishing to exercise rights on behalf of someone else, please provide us with a copy of their written authorization designating you as their agent.

We will use commercially reasonable efforts to respond to your requests promptly. We will not begin responding to your request until we have verified your identity.

To the extent that your Personal Information was sent to us by your Employer (our Client), we may not be responsible for and have no control over how to respond to your requests. As a result, if your Personal Information has been submitted to us by or on behalf of our Client, and you wish to exercise any rights you may have under applicable data protection laws, please inquire with them directly. Because we may only access a Client's data upon their instructions, if you do make your request to us directly, please provide us the name of the Ascentis Client who submitted your Personal Information to us. We will refer your request to that Client and support them as needed.

Children's Privacy

Our portal is intended for adults and is not intended for use by children under the age of 13 years. Accordingly, we do not knowingly collect personal information from children under age 13. If you are a parent or guardian and believe your child has provided us with Personal Information without your consent, please contact us so we can take steps to delete their Personal Information.

Updates to this Privacy Policy

This Privacy Policy was last updated on July 2, 2020. Ascentis reserves the right to amend this Privacy Policy at any time, for any reason, without notice to you, other than the posting of the amended Privacy Policy on this Website. Changes to this Privacy Policy are effective when they are posted on this page. When we change the policy in a material manner we will let you know by updating the "Effective Date" at the top of this page. The policies and practices described herein replace all previous notices or statements regarding this subject matter or content of this Privacy Policy.

Contacting Us

If you have any questions or comments about this Privacy Policy please contact Privacy@Ascentis.com or call 909-895-8100 option #5. You may also mail to 11995 Singletree Lane, Suite 400, Eden Prairie, MN 55344.

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