

## Privacy Policy

GreenSoft Technology provides this Privacy Policy to ensure transparency on the processing, storing, and sharing of personal data. This Privacy Policy explains how we collect, use, and safeguard your information, as well as your rights regarding that information.

### WHO WE ARE

GreenSoft Technology Inc. (“we,” “our,” or “us”) is the data controller responsible for your personal data under this policy. If you have any questions or concerns, you can contact us at:

**GreenSoft Technology Inc.**  
155 S El Molino Ave #100, Pasadena, CA 91101  
Email: [info@greensofttech.com](mailto:info@greensofttech.com)

### WHAT PERSONAL DATA WE COLLECT

We may collect and process the following types of personal data:

Data Subject	Personal Data
Website Visitors (users of <a href="https://greensofttech.com/">https://greensofttech.com/</a> and <a href="https://greensoftsupport.com/">https://greensoftsupport.com/</a> )	Website activity data, device identifier, and IP address. Data provided voluntarily through contact, or request forms.
Business Representatives (for prospects, customers, or suppliers)	Provided contact data limited to name, job title, business phone number, business email address, and business address.
Supplier Contact (provided by customers)	Provided supplier contact data limited to the supplier company name, supplier business address, supplier contact name, supplier contact job title, supplier contact business email address, and supplier contact business phone number.
Attendees of GreenSoft-hosted Meetings and Events	Attendee's supplied name and/or business email address for the meeting or event. Company name if provided.  <i><u>When the attendee is automatically notified of the enablement of recording or transcription:</u></i> Attendee's voice and spoken dialogue during the meeting or event.

	<p>Attendee's chat messages transmitted during the meeting or event.</p> <p>(If recording) Attendee's screenshare if used during the meeting or event.</p> <p>(If recording) Attendee's video, including the attendee's image and likeness, if the camera is enabled during the meeting or event, and attendee's profile picture, if displayed during the meeting or event.</p>
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## WHY WE COLLECT YOUR DATA

We process your personal data for the following purposes:

Purpose of Processing	Legal Basis
Providing our products or services	Contractual necessity
Sending service-related communications	Legitimate interests / Contractual necessity
Marketing and newsletter subscriptions	Consent
Analyzing website performance	Consent / Legitimate interests
Complying with legal obligations	Legal obligation

GreenSoft websites <https://greensofttech.com/> and <https://greensoftsupport.com/> use cookies and tracking technologies to enable us to analyze the use of our online services and personalize our service and software offerings to you. Some contacts and services may be tailored to you based on your browsing behavior and data held about you.

Meeting or event recordings and transcriptions may be processed to directly provide to the attendees for reference and support or utilized by GreenSoft personnel to facilitate GreenSoft Data Management Services and/or Software Support. This processing operates under legitimate interest.

## HOW LONG WE KEEP YOUR DATA

We retain personal data only for as long as necessary for the purpose for which it was collected, including legal or regulatory requirements.

Meeting or event recordings and transcriptions will be retained through the duration of the customer contract with GreenSoft or until deemed no longer needed by the meeting host, whichever occurs first.

GreenSoft website cookies will either be stored for the duration of your visit or they will remain on your device for a fixed period, which could be months or even years, to remember you across multiple browsing sessions.

For residents of California, the personal data collected and processed for the past 12 months is based on your activity with GreenSoft services during those 12 months. For example, if you visit one of our websites and fill out a contact form, that will transfer some personal data to us. To request details on your personal data and its processing, contact us at [info@greensofttech.com](mailto:info@greensofttech.com). We will respond based on timeframes required by law.

## WHO WE SHARE YOUR DATA WITH

We may share your data with:

- **Service providers and vendors:** Hosting, email, analytics
- **Government authorities or regulators:** Where required by law
- **Legal and professional advisors:** In the course of business operations or dispute resolution
- **Third parties:** Only under legal obligation. **We do not sell or rent your personal data to third parties.**

GreenSoft website cookies may be served to you by the websites you are visiting (“first party cookie”) or by another organization providing services to the websites, such as an analytics company (“third party cookie”). We never sell access to third party cookies to advertisers.

You can choose how web browser cookies are handled by your device via your browser settings including to refuse or delete all cookies. If you choose not to receive cookies at any time, the websites may not function properly and certain services will not be provided. Each browser is different, so check the "Help" menu of your browser to learn how to change your cookie preferences.

We are the sole owners of the information collected on these sites. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, and with our partner companies authorized to sell our services and software in your region.

Unless you ask us not to, we may contact you via email in the future to tell you about specials, new products or services, or changes to this privacy policy.

We do not sell or rent your personal data to third parties.

For residents of California, regarding the “selling” and “sharing” of personal data:

- GreenSoft may “share” your personal data with the beforementioned entities for the reasons noted above.
- GreenSoft does not “sell” personal data.

## INTERNATIONAL DATA TRANSFERS

If we transfer your personal data outside of the European Economic Area (EEA), we will ensure appropriate safeguards are in place, such as:

- Standard Contractual Clauses (SCCs)
- Transfers to countries with adequate protection laws (per EU Commission decisions)
- Binding corporate rules or certification mechanisms

## YOUR DATA PROTECTION RIGHTS

Depending on your location, you may have the following rights under applicable data protection laws:

- **Access** your personal data and obtain a copy
- **Rectify** inaccurate or incomplete data
- **Erase** your personal data (“right to be forgotten”)
- **Restrict** or object to processing in certain situations
- **Withdraw consent** at any time (where processing is based on consent)
- **Port** your data to another provider in a structured, machine-readable format
- **Complain** to a supervisory authority (e.g., your national data protection authority)

For residents of California, your privacy rights:

- Right to **LIMIT** the use and disclosure of sensitive personal information collected about you.
- Right to **OPT-OUT** of the sale of your personal information and the sharing of your personal information for cross-context behavioral advertising (e.g., targeted advertising).
- Right to **CORRECT** inaccurate personal information that businesses have about you.
- Right to **KNOW** what personal information businesses have collected about you and how they use and share it.
- Right to **EQUAL** treatment. Businesses cannot discriminate against you for exercising your CCPA rights.
- Right to **DELETE** personal information businesses have collected from you (subject to some exceptions).

To exercise your rights, contact us at [info@greensofttech.com](mailto:info@greensofttech.com). We will respond based on timeframes required by law.

## DATA SECURITY

We use reasonable and appropriate technical and organizational security measures to protect your data from unauthorized access, loss, alteration, or misuse. These measures may include:



- Encrypted storage and transmission
- Access controls and password protections
- Employee training and awareness
- Regular audits of our systems and vendors

Meeting or event recordings and transcriptions are securely stored and only available to the meeting host and personnel that require access for the above processing purposes.

### **CHANGES TO THIS POLICY**

We may update this privacy policy from time to time to reflect legal, technical, or business changes. When we do, we'll post the revised policy on our website and update the date in the footer.

If we make material changes, we'll notify you directly (e.g., via email or platform notification) where required by law.