

PRIVACY POLICY - YOUSHIFT

YouShift Corp. (“**YouShift**,” “**we**,” “**us**,” or “**our**”) respects your privacy and is committed to protecting your personal information. This Privacy Policy explains how we collect, use, disclose, and safeguard information when you use our web-based application (the “**Application**” or “**App**”).

1. Scope

This Privacy Policy applies to **any person** (“**User**” or “**Users**”) who:

1. Registers on the App **on behalf of a managing entity** (“Managing Entity”), or
2. Registers on the App **independently**, without any affiliation to a Managing Entity.

Once registered, you can use the App to organize and view your work schedule and on-call shifts. If you work for multiple Managing Entities that also use the App, you may have multiple profiles within the same App. Accordingly, your schedule may include information about shifts from different Managing Entities you collaborate with.

By using our App, you consent to the data practices described in this Policy.

2. Who Is Responsible for Your Data?

2.1 When You Are Designated by a Managing Entity

If a Managing Entity has granted you access to the App, **that Managing Entity** is primarily responsible for determining how your data is used within the scope of the services they provide (e.g., scheduling your shifts, storing your availability). In that case, the Managing Entity acts as the primary “business” (or data owner) in the context of U.S. privacy law, and YouShift processes data on their behalf as a “service provider.”

- If more than one Managing Entity is associated with your account, **each** such entity controls (and is responsible for) the data it collects or processes regarding your schedule or employment relationship.

2.2 When You Are Not Designated by a Managing Entity

If you register and use the App independently (i.e., not through any Managing Entity), **YouShift** is the primary entity collecting and using your personal information in the context of providing the App’s functionalities.

2.3 YouShift’s Role

Regardless of how you register, YouShift collects and processes user data as described in this Privacy Policy. Where we act on behalf of a Managing Entity (e.g., for scheduling or

shift management), we do so as a service provider pursuant to our agreement with that Managing Entity.

However, for certain activities (e.g., satisfaction surveys that YouShift conducts about the App itself), **YouShift** acts on its own behalf.

If you have any questions, you can contact us at:

- **Email:** info@youshift.com
 - **Mailing Address:** 251 Little Falls Drive, Wilmington, New Castle County, Delaware 19808
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3. Types of Information We Collect

We may collect various types of information from and about you, such as:

- **Registration Information:** Name, email address, password, or other account credentials needed for App access.
 - **Work Schedule and Availability:** Shifts, scheduled hours, or other time-blocking information provided either by you or by your Managing Entity.
 - **Device and Technical Information:** Information about your device (e.g., operating system version, available memory) to enable proper installation and operation of the App.
 - **Communications:** If you contact us with questions, complaints, or feedback, we collect your contact details and the substance of your communication.
 - **Survey Responses:** When YouShift conducts satisfaction or quality surveys, we may collect your feedback about the App's performance or user experience.
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4. How We Use Your Information

We may use the information we collect for the following purposes:

1. **App Installation and Operation**
 - Ensuring the App functions correctly on your device.
 - Providing core features such as viewing, managing, and modifying your work schedule.
2. **Account Registration and Profile Management**
 - Creating and maintaining your user profile.
 - Allowing you (or your Managing Entity) to add, edit, or delete information in your profile.
3. **Scheduling and Shift Management**
 - Allowing you to view, modify, or block certain work periods based on your role and the permissions set by your Managing Entity (if applicable).
 - Synchronizing scheduling information among different Managing Entities if you work for multiple organizations.

4. **Responding to Inquiries or Complaints**
 - Addressing and managing your inquiries, complaints, or requests related to the App.
 5. **Surveys and Quality Improvement**
 - Contacting you occasionally to gauge satisfaction with the App and enhance our services.
 6. **Legal and Compliance**
 - Complying with applicable laws, regulations, legal processes, or enforceable governmental requests.
 - Protecting our rights or safety, our users, or others.
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5. Data Sharing and Disclosure

We will not sell or lease your personal information. However, we may share information in the following circumstances:

1. **With Your Managing Entity**
 - If you are associated with a Managing Entity, they have access to the work schedule and/or availability you enter into the App, consistent with the employment or service relationship you have with them.
 - If you are associated with more than one Managing Entity, each one can see any scheduled blocks you set, but not identifying details about any other Managing Entity.
 2. **Service Providers**
 - We may share information with third-party vendors or service providers who help us operate the App or perform specific business functions (e.g., hosting, analytics, or customer support). These providers must only use your data as instructed by YouShift and are prohibited from using it for unrelated purposes.
 3. **Business Transfers**
 - In connection with a merger, sale, acquisition, or other change of ownership or control, your information may be transferred to the new owner or successor entity subject to appropriate confidentiality measures.
 4. **Legal Obligations and Safety**
 - Where required by law, subpoena, or other legal process, or if we believe in good faith that disclosure is necessary to protect our rights, your safety, or the safety of others, we may share personal information with law enforcement or other authorities.
 5. **With Your Consent**
 - We may share your personal information for any other purpose disclosed at the time we collect it or pursuant to your explicit consent.
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6. Data Retention

We retain personal information for as long as it is needed to fulfill the purposes outlined in this Privacy Policy or as required by law (e.g., relevant statutes of limitations). After that time, we will securely delete, destroy, or de-identify your information.

7. Your Choices and Rights

Your privacy rights may vary depending on the state or jurisdiction in which you reside. If you wish to exercise any rights provided by applicable U.S. state or federal laws (e.g., the right to access or delete your personal information under California law), you can contact us at info@youshift.com. We will respond consistent with applicable legal requirements.

- **Access/Update:** You can update your profile or correct inaccuracies by logging into your account or contacting us.
 - **Delete/Deactivate:** You may request we delete or deactivate your account. In some cases, we may retain certain information as required by law or legitimate business needs.
 - **Managing Entities:** If your data is primarily controlled by a Managing Entity, that entity may have its own procedures for handling user rights. Please consult their policy or contact them directly for more specific information.
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8. Children's Policy

The App is intended **exclusively for individuals who are at least 18 years old** (or the age of majority in your jurisdiction). We do not knowingly collect personal information from minors. If you believe that a child under 13 (or under the applicable age threshold) has provided personal data through the App, please contact us at info@youshift.com, and we will take steps to remove such data.

9. Links to Other Sites

The App may contain links to third-party websites or resources that we believe might be of interest to Users. We are not responsible for the personal data practices of any third-party sites. We encourage you to review the privacy policies of those sites before providing them with personal information.

10. Changes to This Policy

We may update or modify this Privacy Policy from time to time. When we do so, we will revise the "Effective Date" at the top of the Policy. If we make material changes, we will

notify you (e.g., by email or through the App) before they become effective, if required by law. By continuing to use the App after such changes take effect, you consent to the revised Policy.

11. Contact Us

If you have questions, concerns, or requests about this Privacy Policy or our data practices, please contact us at:

YouShift Corp.

- **Address:** 251 Little Falls Drive, Wilmington, New Castle County, Delaware 19808
- **Email:** info@youshift.com

We will do our best to address your inquiry promptly.