

DoorMonk Privacy Statement

EFFECTIVE: FEBRUARY 1, 2023

DoorMonk services tech private limited (“DoorMonk,” “we,” “our,” “us”) offers a variety of software, web & mobile applications, QR Codes and several other types of organizational technologies tools, as further described in the **DoorMonk Guide** and its **Release Notes** (collectively, the “Service”), and websites, including but not limited to www.DoorMonk.in , DoorMonk.co, DoorMonk.net (the “Websites”).

At DoorMonk, we’re committed to protecting your privacy rights, so you can focus on the work that matters most to your business — with peace of mind.

This Privacy Statement describes how DoorMonk processes your information and explains the choices available to you with respect to your information. To learn more about DoorMonk’s commitment to your privacy, please read our **Privacy Commitment**.

If you have any questions or concerns about how DoorMonk processes your information or about this Privacy Statement, you can email us any time at ashutosh@DoorMonk.in. Additionally, if you’re looking to exercise your privacy rights, you can do so emailing us at rakesh@doormonk.in

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Our Relationship With You

In situations where our users are subject to special types of agreement to use DoorMonk's services, DoorMonk is the processor/service provider (a provider that processes personal data on behalf of or at the direction of a controller, or other similar designation under the law) and our customer (usually a hospital, company or organization) is the controller/business (the entity that decides how and why information is processed) of the information provided to DoorMonk via their use of DoorMonk. In all other cases, DoorMonk is the controller of the information.

For example, if you create an account with

- your corporate email address, your company is the controller of that information.
- a free email domain (like gmail.com) or personal email account, DoorMonk is the controller.

DoorMonk can be used by companies or by individual users:

If you're using DoorMonk through your company, educational institution, or with your company email address, your company or educational institution's own DoorMonk administrator is responsible for the accounts associated with that company or institution and can: restrict, suspend, or terminate your access to or ability to use the services, access information about you, access or retain information stored with us (including your workspace content and log data about your use of DoorMonk), and restrict your ability to edit, restrict, modify, or delete information associated with your use of our products and services.

Information We Process

DoorMonk processes information we receive directly from you, automatically collected when you use DoorMonk or visit one of our websites, and collected by DoorMonk from third parties. However, please note that this Privacy Statement does not apply to the

processing of your information by third parties through your use of any third-party integrations available via our services. Please visit those third-party websites directly for more information on their privacy and data protection practices.

Information DoorMonk Receives Directly From You

Information needed to create an account

This includes information that is needed for DoorMonk to create an account for you and manage your ability to log in and out of DoorMonk:

- Identifiers, such as first and last name and email address
- Your password for DoorMonk (hashed) - unique, long, and strong, please
- Information related to a third-party authentication identity provider, such as Google Authenticator

If you upgrade your account to a paid account, DoorMonk may collect:

- Billing information, such as name, address, and telephone number
- Financial information, such as credit card information collected by our payment processors on our behalf
- Information about your chosen DoorMonk plan

Information you provide to us through your use of DoorMonk

- Information you provide in tickets, issues, projects, login or any other method
- Information uploaded to DoorMonk, such as attachments
- Information from emails you forward to x@DoorMonk.in
- Profile photo and other information you provide to describe yourself, which we only collect if you do choose to provide it, such as your gender pronouns
- Video and audio recordings, and transcripts of those recordings, if you use video messaging
- Professional or employment information, such as your title or role at your company
- Any other information you choose to provide while using DoorMonk that identifies or can be reasonably associated with you

Other information you may provide to us when you interact with DoorMonk in other ways

You may voluntarily provide us with information when you interact with us in other ways. If you directly interact with DoorMonk staff, such as our sales, user research, or user operations groups, DoorMonk may process:

- Your requests, questions, and responses to us via forms or email
- Information you provide in connection with DoorMonk sweepstakes, contests, or research studies, if you choose to participate
- Information to verify your identity
- Geographic information, such as region and country
- Social media information
- Your date of birth
- Your audio and video, if you participate in a sales call or user research study and do not opt out of call recording, which also involves the collection of biometric information associated with the call recordings

Information automatically processed when you visit our websites or use our mobile or desktop app

Information related to your use of DoorMonk and our websites

We may also collect the following:

- Metadata and inference information related to your use of DoorMonk, our websites, and third-party integrations to better understand the way you work in DoorMonk. We may log the actions you take as you use DoorMonk, including but not limited, to the number of DoorMonk workspaces you work in, the number of task/tickets you are assigned, when you delete a ticket/task or comment, the features and embedded content you interact with, the types of files you transmit, and what, if any, third-party integrations you use.
- Internet network activity, cookies, and similar tracking technologies, including data our servers automatically record, such as your web request, IP address, browser type and settings, referring/exit pages and URLs, number of clicks, date and time stamp information, language preferences, and other such information. Please visit our **Cookies Notice** for more information about the types of information we collect via cookies, including information about advertising and analytics, and how we use it. To manage your cookies settings, you can adjust

them in our Cookies Preference Center at our website.

- Information collected as a result of participation in beta testing, such as error reports or feedback provided by you
- Information about how you interact with our marketing websites, like DoorMonk.in , such as where you click, how long you visit a page, your scrolling, mouse hovers, and other data to help us better understand your experience and provide you with the best user experience
- Device information and activity when you use DoorMonk via a mobile device, such as the type of device you are using, device IDs, operating system version, and mobile network information to ensure that we are serving you the correct version of our application
- Derived device geolocation information, such as approximate geographic location inferred from an IP address

Information DoorMonk Receives from Other Sources

Sometimes DoorMonk receives your information from third parties (other individuals, marketing services, third-party integrations), which may include

- Information processed from **third-party integrations** you set up with DoorMonk. For example, a third-party integration may give us access to information stored in that third party that DoorMonk will process to facilitate the integration
- Name, email, and business contact information
- Information about you provided to us from other individuals or users of DoorMonk

How We Use Your Information

DoorMonk uses your information to operate our products and services, communicate with you, process transactions when you change DoorMonk plans, for security and fraud prevention, and to comply with the law. Specifically, we may process your information to:

Provide services to you and operate our business

- Maintain, provide, and improve our products and services
- Help us better understand user interests and needs, and customize DoorMonk for you
- Analyze and research how you interact with our websites and applications

- Protect DoorMonk and you, for example:
 - Securing our systems and products against fraud or unauthorized activity
 - Identifying, troubleshooting, and fixing bugs and errors
 - Complying with global laws and regulations
- Investigate in good faith alleged violations of our **User Terms of Service**
- Comply in good faith with a valid legal subpoena, request, or other lawful process that meets the requirements of our **Law Enforcement Guidelines** or that we otherwise determine is necessary to respond to
- If you use DoorMonk as part of an organization, company, or academic institution, DoorMonk will process your information as required by our contract with your organization or academic institution. Those contractual terms may differ from, and, in the event of a conflict, take precedence over, the uses described in this Privacy Statement.

In addition, we use information about your use of DoorMonk, account information (such as your contact number, email address and name), and information related to third-party integrations to:

- Communicate with you:
 - About DoorMonk by phone, text, email, or chat
 - To provide important notices and updates, product changes, and other necessary notices such as security and fraud alerts
 - To advertise or market DoorMonk services to you. You have the ability to unsubscribe from promotional communications at any time
- Facilitate reporting and analyze performance of the DoorMonk platform or features available in DoorMonk
- Provide webinars or public presentations
- Demonstrate DoorMonk or provide you access to a demo DoorMonk instance
- Process your information at your direction
- Provide cross-device management of your account. For example, we may locate or try to locate the same unique users across multiple browsers or devices (such as smartphones or tablets), or work with service providers that do this, in order to save your preferences across devices and analyze usage of our products and services. If you wish to opt out of Google's ability to locate you across devices in this way, you may install the Google Analytics Opt-out Browser Add-on by clicking [here](#).

Provide you with support and get your feedback

- Respond to your requests for information
- Help identify and troubleshoot any issues with your account and answer your questions
- Resolve support requests
- Provide you with reports about usage
- Survey your opinions through surveys, research studies, and questionnaires

Combined Information

Unless otherwise prohibited by law, we may combine the information that we collect through your use of our products and services with information that we receive from other sources, both online and offline, and use that combined information as set out above.

Aggregated and de-identified data

We may aggregate and/or de-identify information related to your use of DoorMonk (such as how many tasks or projects you created) so that such information can no longer be linked to you or your device. We may use such aggregated and de-identified data for any purpose, including but not limited to, research and marketing purposes and may also disclose such data to any third parties, including advertisers, promotional partners, sponsors, event promoters, and/or others.

How We Disclose Your Information

We need to disclose the information we collect about you to make our products and services run smoothly and to operate our business under the following conditions:

- Service providers and subprocessors: We may provide access or disclose your information to select third parties that use the information on our behalf to assist in providing DoorMonk's services, website, and features. These third parties provide a variety of services to us, including without limitation sales, marketing, provision of content and features, advertising, analytics, research, data storage, security, fraud prevention, and other services.
- Advertising and marketing: We may provide information collected when you visit

an DoorMonk website (such as email addresses) to service providers, who may “match” this information in de-identified form to cookies (or mobile ad identifiers) and other proprietary IDs, in order to provide you with more relevant DoorMonk ads when you visit other websites.

- Because you ask us to disclose: We may disclose your information to third parties when you ask us to do so. This includes when you connect DoorMonk with other tools via our available **integrations**.
- Consistent with your settings within our products and services. Please note that the information you submit through and post to DoorMonk may be viewable by other users in your workspace, team, division, or organization, depending on the specific settings you have selected and if an organization has been created for your domain.
- Affiliates and subsidiaries. We may disclose the information we collect within the DoorMonk family of companies to provide DoorMonk’s services to you. We update the news of any of our affiliations, partnerships etc on our social media pages.
- Business transfers. If the ownership of all or substantially all of our business changes, or all or some of our assets are sold as part of a bankruptcy or other proceeding, we may transfer your information to the new owner so that the services can continue to operate. In such case, your information would remain subject to the promises and commitments contained in this Privacy Statement until the acquiring party updates it. If such transfer is subject to additional mandatory restrictions under applicable laws or agreements, DoorMonk will comply with those restrictions.
- Compliance with legal obligations. To comply in good faith with a valid legal subpoena, request, or other lawful process that meets the requirements of our **Law Enforcement Guidelines**. We will notify individuals or customers of that request unless: we are prohibited from doing so by law or court order; or there are exceptional circumstances, such as an emergency involving the risk of bodily injury or death to a person or group of people or potential harm to minors.
- Your company’s own DoorMonk account administrator (if you have one): If you’re using DoorMonk in connection with an organization, hospital, academic institution, or company domain, your company’s own DoorMonk account administrator can export data associated with the domain they manage if they have a subscription plan that allows them to do so.
- Public Forums: Our public forums, such as the DoorMonk community forum, make it possible for you to upload and post comments or feedback publicly with

other users. Any information that you submit through such public forums is not confidential and DoorMonk may use it for any purpose (including in testimonials or other DoorMonk marketing materials). Any information you post openly in these ways will be available to the public at large and potentially accessible through third-party search engines. Such information can be read, collected and/or used by other users and could be used to send you unsolicited messages.

We use and disclose the categories of information we collect from and about you consistent with the various business purposes we discuss throughout this Privacy Statement. We do not disclose your information to third parties for their own direct marketing purposes. For more information, see our [Privacy Commitment](#).

Protection, Storage, Transfer & Retention of Your Information

Security

DoorMonk takes technical and organizational measures to protect your information against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access. However, no method of transmission over the Internet and no means of electronic or physical storage is absolutely secure, so we cannot ensure or warrant the security of that information. We are constantly updating and improving our safeguards and you can read up-to date information about our security practices by visiting our website.

Storage

When you use DoorMonk, some information about you will be stored in India. If you are user other than India;

Transfer of your information out of EEA, UK, Switzerland, and Japan

When you use our products and services, information about you will be transferred to India where the majority of DoorMonk's data processing occurs. We may also transfer information that we collect about you to third party processors across borders from your country or jurisdiction to other countries or jurisdictions around the world.

DoorMonk uses appropriate **technical** and **operational** safeguards for cross-border transfers of personal data collected in the European Economic Area (EEA), United Kingdom, Switzerland, and Japan as required by applicable local law, including the Standard Contractual Clauses.

Data Retention

We will retain your information for the period necessary to fulfil the purposes outlined in this Privacy Statement, to make our products and services available to you, or as instructed by you, unless a longer retention period is required or permitted by law.

Other Important Information

Use by children under 18

If you are under the age of 18, you may not have an DoorMonk account or use DoorMonk's products or services. We do not knowingly process any information from, or direct any of our products or services to, children under the age of 18.

Marketing Practices and Choices

If you receive an email from us, we may use certain analytics tools, such as clear GIFs, to capture data, such as when you open our message or click on any links or banners within our emails. This data allows us to gauge the effectiveness of our communications and marketing campaigns.

You may instruct us not to use your contact information to contact you by email, postal mail, or phone regarding products, services, promotions, and special events that might appeal to your interests by contacting us via the methods listed in the **Contact Us** section. In commercial email messages, you can also opt out by following the instructions located at the bottom of such emails.

Please note that, regardless of your request, we may still use and disclose certain information as permitted by this Privacy Statement or as required by applicable law. For example, you may not opt out of certain transactional, operational, or service-related

emails, such as those reflecting our relationship or transactions with you.

Global Privacy Control and Do Not Track

DoorMonk honors the **Global Privacy Control (GPC)** signal.

Do Not Track is a privacy preference that users can set in certain web browsers. We are committed to providing you with meaningful choices about the information collected on our websites for third party purposes, and that is why we provide the ability to opt out, if needed, and adjust your cookies preferences. We do not currently recognize or respond to browser-initiated DNT signals. To learn more about Do Not Track, you can do so [here](#).

Please note that Do Not Track is a different functionality from the browser-based Global Privacy Control signal, which DoorMonk does honor. For more information about how DoorMonk uses cookies and similar tracking technologies, visit our [Cookies Notice](#).

Legal Bases for Processing Your Information

The laws in some jurisdictions require us to inform you of our legal bases for processing your information. Our legal bases for collecting and using your information described above will depend on the particular type of information and the specific context in which we collect it. However, some examples of legal bases for processing that we rely on:

- Where use of your information is necessary to perform our obligations under a contract with you (for example, to comply with the **User Terms of Service** which you accept by using DoorMonk's services or to fulfill the terms of a contract signed with companies)
- Where use of your information is necessary for our legitimate interests or the legitimate interests of others (for example, to provide security, operate our products and services, prevent fraud, analyze use of and improve our products and services, and for similar purposes)
- Where use of your information is necessary to comply with a legal obligation (for example, to comply with our legal obligations to collect and store tax or invoice information for a certain period of time)
- Where we have your consent to process data in a certain way

Your Privacy Rights

Your Privacy Rights

DoorMonk users from around the world use our products to bring clarity to their work. Regardless of what country you're located in, we respect your ability to know, access, correct, export, restrict the processing of, and delete your information, and have extended those rights globally. We will not discriminate against you for exercising your privacy rights.

Information about your rights

Upon your request, and subject to applicable legal exceptions, we will:

- provide access to and/or a copy of certain information we hold about you
- provide you with information about categories of information we collect or disclose about you, the categories of sources of such information, the business or commercial purpose for collecting your information, and the categories of third parties to which we disclose your information. For your convenience and so you don't have to request it, we've included that information in this Privacy Statement.
- prevent the processing of your information for promotional purposes (including any direct marketing processing based on profiling)
- update information which is out of date or incorrect
- delete certain information which we have about you
- restrict the way that we process and disclose some of your information
- transfer your information to a third party provider of services
- revoke your consent for the processing of your information

If you request these rights, we will need to verify your identity and may need to verify your relationship with DoorMonk (for example, if you're an administrator of an DoorMonk organization, division, or workspace and you're making a request on behalf of another individual) for security and to prevent fraud.

We may take additional steps to verify that you are authorized to make the request. If you are an end user of DoorMonk's services and not a direct customer of DoorMonk (for example, your company uses DoorMonk and you're an employee or authorized representative of that company), you should direct requests relating to your information

to the administrator of your company's DoorMonk account. We will redirect you to your administrator or notify the administrator directly. To exercise your privacy rights, please make a request by emailing us on ashutosh@doormonk.in

Please note, however, that certain information maybe exempt from such requests in some circumstances (for example, if we need to keep processing your information for our legitimate interests or to comply with a legal obligation). Depending on applicable law, you may have the right to appeal our decision to deny your request. If we deny your request, we will provide you with information on how to appeal the decision, if applicable, in our communications with you.

Right to manage cookies preferences and opt out of targeted advertising

As explained in detail in our **Cookies Notice**, we provide information about your device and online browsing activities to third-party advertising providers for targeted online advertising purposes, so that we can provide you with more relevant and tailored ads regarding our services.

If you would like to opt out of our online disclosure of your information through cookie and pixel technology, please do that on website under **Cookies setting** or enable **Global Privacy Control** within your browser.

Privacy Information for California Residents

Categories of information collected and disclosed

If you are a California resident, you have certain rights under the California Consumer Privacy Act (CCPA), and we want to provide you with the following additional information about the purpose for which we use each category of personal information we collect (as defined by CCPA), the categories of third parties to which we disclose personal information for a business purpose or for cross-context behavioural advertising, which includes our use of third-party analytics services and online advertising services. These are described in detail in our **Cookies Notice** and may result in the disclosure of online identifiers (e.g., cookie data, IP addresses, device identifiers, and usage information).

Specifically, your contact information (such as email) or internet network and device

information (such as cookie data and IP address) may be disclosed to online advertising and analytics partners.

For more information about each category of personal information, purpose of use, and third parties to which we disclose personal information, please see the **Information We Process, How We Use Your Information, and How We Disclose Your Information** sections of our Privacy Statement.

Your choices regarding online advertising and related activities

You have the right to opt out of the disclosure of your personal information for purposes of online advertising and related activities and can do so by enabling **Global Privacy Control** within your browser.

Other CCPA rights

We do not offer any financial incentives in exchange for your personal information.

The CCPA also allows you to limit the use or disclosure of your sensitive personal information (as defined in the CCPA) if your sensitive personal information is used for certain purposes. Please note that we do not use or disclose sensitive personal information other than for business purposes for which you cannot opt out under the CCPA.

Please see the **Your Privacy Rights** section of our Privacy Statement above for information about the additional rights you have with respect to your personal information under California law and how to exercise them.

Retention of your personal information

Please see information under Data Retention in the **Protection, Storage, Transfer and Retention of Your Information** section of our Privacy Statement.

California “Shine the Light” disclosure

The California “Shine the Light” law gives residents of California the right under certain circumstances to opt out of the disclosure of certain categories of personal information

(as defined in the Shine the Light law) with third parties for their direct marketing purposes, or in the alternative, that we provide a cost-free means for consumers to opt out of any such disclosure. We do not currently disclose your personal information to third parties for their own direct marketing purposes.

Nevada rights

Under Nevada law, certain Nevada consumers may opt out of the sale of information about you. We do not sell your data in accordance with Nevada Senate Bill 220. However, if you are a Nevada resident you may submit a request to opt out of any potential future sales. Please note, if needed, we may take reasonable steps to verify your identity and the authenticity of the request.

Changes To Our Privacy Statement

We will update this Privacy Statement to make sure it accurately reflects our data collection and use practices, our amazing features, advances in technology, or as applicable laws require. We will comply with applicable legal requirements regarding providing you with notice and/or consent when we make such changes, depending on the type of change made. We also provide information about how our Privacy Statement has changed over time below.

Contact Us and Privacy Questions

DoorMonk is located at Shop 6, Indersheela Apartment, Off Shankar Seth Road, Opp Mira Society, Gultekadi, Pune, 411037, India. If you wish to contact us or if you have any questions about or complaints in relation to this notice, please contact us at ashutosh@DoorMonk.in

DoorMonk's Commitment to Privacy & Data Protection

EFFECTIVE DATE: FEBRUARY 1, 2023

DoorMonk is committed to protecting and honoring your privacy rights. In light of a

number of jurisdictions having enacted laws that affect how companies handle personal information, we wanted to take a moment to share what measures DoorMonk has put into place to comply with two significant data protection laws: the General Data Protection Regulation and the California Consumer Privacy Act.

General Data Protection Regulation

The GDPR is a European law establishing protections for the personal data of EU residents that came into force on May 25, 2018. Under the GDPR, organizations that collect, maintain, use, or otherwise process EU residents' personal data (regardless of the organization's location) must implement certain privacy and security safeguards for that data. DoorMonk has established a comprehensive GDPR compliance program and is committed to partnering with its customers and vendors on GDPR compliance efforts. Some significant steps DoorMonk has taken to align its practices with the GDPR include:

- Revisions to our policies and contracts with our partners, vendors, and users
- Enhancements to our security practices and procedures
- Closely reviewing and mapping the data we collect, use, and share
- Creating more robust internal privacy and security documentation
- Training employees on GDPR requirements and privacy/security best practices generally
- Carefully evaluating and building a data subject rights' policy and response process

Below, we provide additional details about the core areas of DoorMonk's GDPR compliance program and how customers can use DoorMonk to support their own GDPR compliance initiatives.

Data Processing Agreements

Under the GDPR, "data controllers" (i.e. entities that determine the purposes and means

of processing data) are required to enter into agreements with other entities that process data on their behalf (called “data processors”). DoorMonk offers its customers who are controllers of EU personal data an option under which DoorMonk commits to process and safeguard personal data in accordance with GDPR requirements. This includes DoorMonk’s commitment to process personal data consistent with the instructions of the data controller.

International Data Transfers

EU data protection laws require organizations to use a recognized legal mechanism to transfer data from the EU to countries that do not have a similar data protection framework, including the United States.

DoorMonk’s **Data Processing Addendum** includes the Standard Contractual Clauses, which continue to serve as a legal mechanism to transfer personal data outside of the EEA. DoorMonk also uses the Standard Contractual Clauses with all of our subprocessors.

Although we cannot rely on Privacy Shield to transfer EEA and Swiss data, DoorMonk has decided to keep its Privacy Shield certification to continue to safeguard the data already transferred under Privacy Shield and as a commitment to its data protection safeguards.

The regulatory guidance in this area continues to evolve, and we are tracking additional guidance from data protection authorities closely. DoorMonk remains committed to the privacy of our customers and will continue to work to make sure we comply with data protection laws.

Data Access, Management, and Portability Tools

The GDPR gives individual data subjects in certain circumstances the rights to, among other things, access, delete, and make corrections to their personal data. DoorMonk is committed to facilitating data subject requests consistent with the GDPR, as further described in our **Privacy Policy**.

Privacy Documentation

At its core, the GDPR is focused on transparency, fairness, and accountability. Accordingly, the law requires organizations to maintain documentation about their privacy practices and their decisions about how they handle individuals' personal data. DoorMonk shares the GDPR's commitment to these principles and has included within its ongoing GDPR compliance program documentation about its data collection and processing activities, and the various policies and guidelines it follows pursuant to the GDPR. You can learn more about how DoorMonk collects, uses, and discloses personal data by visiting DoorMonk's [Privacy Policy](#).

Data Security

The GDPR requires organizations to use appropriate technical and organizational measures to protect the security, confidentiality, and integrity of personal data. Security continues to be a priority for DoorMonk, and we have successfully completed our SOC 2 (Type I) and (Type II) audits for controls relevant to security, availability, and confidentiality. This means that an independent third party has both validated our processes and practices with respect to these three trust services criteria and confirmed our ability to maintain compliance with the controls we have implemented. We have likewise implemented a variety of safeguards to protect the security of our platform, including encrypting web connections to protect data transmissions, replicating our databases to support reliability of the platform, and controlling access to our facilities and office network. DoorMonk also offers customers the ability to use additional security controls to further enhance the security of their teams' data.

Exercising Your Rights Under the GDPR

If you would like to exercise your rights under the GDPR, please submit your request by contacting us at ashutosh@DoorMonk.in

California Consumer Privacy Act

The CCPA, which comes into force on January 1, 2020, is a law that provides California consumers certain rights with respect to their personal information. Specifically, the law requires that businesses subject to the statute grant consumers the ability to request access to and deletion of their data, and the ability to opt out of “sales” of their personal information. The law also restricts how service providers that process personal information on behalf of a business may use that information.

DoorMonk does not sell its customers’ or users’ personal information. Where a business subject to the CCPA has entered into a services or subscription agreement with DoorMonk, DoorMonk will also act as a service provider to that business. Specifically, DoorMonk will process such customers’ personal information only for the purposes set forth in the applicable agreement, and will cooperate with customers to fulfill deletion or access requests.

CCPA Data Processing Addendum

DoorMonk make an explicit commitment not to sell personal information. If your organization is a customer of DoorMonk and requires a CCPA addendum, please contact us to get a copy of DPA, sign and return the DPA to ashutosh@DoorMonk.in.

Exercising Your Rights Under the CCPA

For more information about how DoorMonk provides individual consumers with the ability to access and request deletion of their personal information under the CCPA, please see Section VI (“Privacy Information for California Residents”) of our [Privacy Policy](#).

If you would like to exercise any of your rights under California law with respect to your personal information, please submit your request by contacting us at ashutosh@DoorMonk.in

Ongoing Compliance and Communication

Both the GDPR and CCPA’s requirements are comprehensive, but the law and regulatory guidance continues to evolve when it comes to privacy and data protection –

and not just in India, the EU or the United States. As data protection authorities and regulators interpret and issue guidance on the GDPR, CCPA, and other currently existing data protection laws around the world and as countries pass new data protection laws, we will continue to follow these developments closely and evaluate our program for any changes or enhancements as needed.

Finally, we value communication with our customers. If you have any questions about our data protection practices, please contact us at ashutosh@DoorMonk.in.

Gramm-Leach-Bliley Act

The Gramm-Leach-Bliley Act (GLBA) requires financial institutions – companies that offer consumers financial products or services like loans, financial or investment advice, or insurance – to explain their information-sharing practices to their customers and to safeguard sensitive data. Service providers who are permitted by the financial institutions to access their consumers' nonpublic personal information (NPI) are also required to comply with GLBA. DoorMonk complies with GLBA's Privacy Rule and Safeguards Rule. In addition to implementing security safeguards, we only use customer work content to provide our services, and not for any other purpose. Customers should not store sensitive personal data (including financial account numbers and social security numbers) in DoorMonk.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires academic institutions like colleges and universities to protect the privacy of students educational records. DoorMonk enables our customers to comply with FERPA by ensuring personal data is kept secure and only used to provide our services as described in our Terms of Service and Privacy Policy. DoorMonk contractually commits to not disclosing customer data except as directed by the contracting academic institution, as allowed by our terms, or as required by law.

Act on the Protection of Personal Information

The Act on the Protection of Personal Information (APPI) is the primary data protection

law in Japan that regulates the protection of personal information. It applies to business operators handling personal information of individuals in Japan. The APPI has been amended since it was originally enacted in 2003, with the most recent amendments coming into effect April 1, 2022.

Similarly to the distinction between “data controllers” and “data processors” under the GDPR, the APPI makes a distinction between “business operators” - or entities with the authority to control and make decisions about retained personal information (i.e. DoorMonk’s customers) and third-party service providers handling personal information on behalf of a business operator (i.e. DoorMonk).

The APPI also imposes restrictions on cross-border transfers of personal information outside of Japan. Personal information may be transferred to overseas recipients if there are contractual agreements in place that ensure compliance with data protection standards in Japan.

DoorMonk is committed to processing and safeguarding personal information as required by the APPI and its amendments. DoorMonk’s Data Processing Addendum covers (1) our data protection commitments to ensure that we comply with the APPI; (2) how we will assist our customers with their obligations under the APPI; and (3) the technical and organizational measures implemented to protect personal information.