

Data Protection Summary:

(Revised December 2020)

Confidential: For Use by Glint’s customers and their personnel only

English is below, but for other languages click:

Afrikaans (Afrikaans)	Albanian (Shqip)	Arabic (عربي)	Amharic (አማርኛ)	Armenian (Հայերեն)	Azerbaijani (Azərbaycanca)	
Bengali (বাংলা)	Bosnian (Bosanski)	Bulgarian (Български)	Burmese (မြန်မာ)			
Chinese – Hong Kong (廣東話)	Chinese – Simplified (简体中文)	Chinese – Traditional (繁體中文)	Croatian (Hrvatski)	Czech (Český)	Danish (Dansk)	Dutch (Nederlandse)
English UK	Estonian (Eesti)	Finnish (Suomen)	French - Canada (Français canadien)	French - EU (Français)	Georgian (ქართული)	German - Austria (Österreichisches Deutsch)
German (Deutsche)	Greek (Ελληνικά)	Gujarati (ગુજરાતી)	Haitian (Kreyòl Ayisyen)	Hebrew (עברית)	Hindi (हिन्दी)	Hungarian (Magyar)
Icelandic (Íslenska)	Indonesian (Bahasa Indonesia)	Italian (Italiano)	Japanese (日本語)	Kannada (ಕನ್ನಡ)	Kazakh (қазақ тілі)	Khmer (ភាសាខ្មែរ)
Korean (한국어)	Laotian (ລາວ)	Latvian (Latviešu valoda)	Lithuanian (Lietuvių kalba)	Malagasy (Malagasy)	Malay (Bahasa Melayu)	Marathi (मराठी)
Mongolian (Монгол хэл)	Northern Sotho (Sesotho sa Leboa)	Norwegian (Norsk)	Polish (Język polski)	Portuguese – Brazil (Português do Brasil)	Portuguese – Portugal (Português)	Punjabi (ਪੰਜਾਬੀ)
Romanian (Limba română)	Russian (Русский язык)	Serbian (Српски)	Sinhala (සිංහල)			
Slovak (Slovenčina)	Slovenian (Slovenščina)	Somali (Soomaali)	Spanish - AMER (Latino américa español)			
Spanish – EU (Español)	Swahili (Kiswahili)	Swedish (Svenska)	Tagalog (Tagalog)	Tamil (தமிழ்)	Thai (ภาษาไทย)	Turkish (Türkçe)
Ukrainian (Українська мова)	Urdu (اُردُو)	Vietnamese (Tiếng Việt)	Welsh (Cymraeg)	Xhosa (IsiXhosa)	Zulu (IsiZulu)	

This will help to explain the practices regarding the collection, use and disclosure of your personal data when you are a survey respondent.

1. **The Purpose Of This Survey And Your Employer’s Legitimate Interest For This Processing.** Glint Inc. and its affiliates (“Glint”) and your employer want to help you be happier and more successful at work. Your employer is identified in the beginning of the survey questionnaire and any survey-related email you may have received from Glint. Under an agreement with your employer, your employer has asked Glint to send surveys to its employees (and sometimes independent contractors) on its behalf for the legitimate interest (or other valid basis established by your employer) of measuring and improving employee engagement and the effectiveness of your employer and its people. If your employer purchases other solutions from Glint or its affiliates (e.g., Glint’s people success solution), your data may be used in connection with those services. Please note that separate privacy notices may apply to such other solutions. If you have additional questions regarding the purpose or reasons for this survey program or the processing justifications, please contact your employer’s local Human Resources representative, as described in paragraph 6

(below).

2. **Voluntary Responses.** Your participation is voluntary. At any stage prior to submission, you can choose to not submit your responses.
3. **Confidential Data.** Protecting your privacy is important to us. Your survey responses are confidential (see paragraph 4 below for information about how you may be identifiable from your responses). Glint collects your survey responses, along with data that your employer has provided Glint about you (such as, your name, employer-issued email address, other demographic data) and other data mentioned in paragraph 13 (below) for the purposes of administering the survey program, creating reports for your employer, and providing related analytics. All personal data processed by Glint is encrypted while in transit and at rest. If you are an EU resident, Glint will not receive any “special categories of data” (such as race, trade union membership, sexual orientation, etc.) unless, as of September 2020, your employer requests that Glint send surveys that include questions relating to diversity and inclusion in the workplace. As of September 2020, Glint may receive from your employer or, at your employer’s direction, collect on your employer’s behalf, special categories of data in order to measure the effectiveness of your employer’s diversity and inclusion program(s). If you are asked to provide special categories of data within a survey, Glint will not process your responses without your explicit consent. If you consent to this processing, you can withdraw your consent at any time. Glint will not receive your government issued identification numbers, financial data, or health-related information. Your employer can provide you with more details on this subject.
4. **Will My Employer Know Exactly How I Responded?** Your survey notice will state whether Glint will provide your employer with only aggregated survey responses without directly identifying you or whether your survey responses will be directly identified to you. Under most aggregated survey programs, numerical survey responses (a response using a 1 to 5 scale) from at least 5 survey respondents are combined to produce an aggregated numerical score report for your employer, and survey responses from at least 10 respondents are required to produce an aggregated report that shows any comments made from a group of employees. If your employer uses a different aggregation threshold, it will be noted in the confidentiality notice accompanying the survey. Please be advised that it is possible that your employer may be able to determine your identity based on the information you decide to include in your survey responses (for example, what you decide to write in your comments). Your employer may use and disclose your survey responses as it chooses in accordance with applicable law(s). Your employer can provide you with more details on this subject, as described in paragraph 6 (below).
5. **Exceptions For Extreme Circumstance(s).** Your identified responses and personal data may be used when necessary in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, or if otherwise required by law to do so.
6. **Who Is The Data Controller? The Data Protection Officer? Who Do I Contact With Questions?** Your employer is the data controller, and the applicable Data Protection Officer, if any, will also be someone appointed by your employer. If you have any questions or want to exercise any of your rights, please contact them. If you do not know the name of your employer’s Data Protection Officer or how to contact the appropriate person regarding data privacy or data protection issues, please contact your local Human Resources representative. Your employer’s Data Protection Officer or Human Resources representative will be able to answer any of your questions. If you have trouble reaching any of these people or receiving an answer to your question, please contact Glint, as described in paragraph 12 (below).
7. **What Rights Do I Have?** Under the applicable laws of various countries, you may have certain rights, such as under EU law, the rights to access to, to rectification or erasure of, and/or to restriction of processing or objection to processing of your personal data. Please contact your employer, as described in paragraph 6 (above), for more information.
8. **Transfer of Data Outside of Europe And Outside of the United States.** Your personal data will be processed by Glint in the United States and possibly other countries outside of Europe. If you want more details, please contact your employer. Glint relies on legally-provided mechanisms to transfer data across borders. Glint safeguards personal data that is transferred from the EU to the US by Standard Contractual Clauses.
9. **How Long Will My Data Be Stored?** Your employer sets the data retention period. If you have questions or want more details, please contact your employer, as described in paragraph 6 (above). Glint will retain your personal data that it processes on behalf of your employer for as long as needed to provide services to your employer. Glint will also retain this personal data as necessary to comply with our legal obligations, resolve disputes, and enforce its agreements.
10. **Who Else Will Receive The Data?** Glint will share your personal data with third party service providers that work with Glint to provide the services to your employer, such as providers to host Glint’s solution, and to Glint’s affiliates. Third-party service providers have access to your personal data only for the purpose of performing services on Glint’s behalf. Glint may share

aggregated, non-identifying information to its affiliated companies and with third parties, including other users, to enhance the effectiveness of Glint’s services and for industry research and analysis, demographic profiling, benchmarking, and other similar purposes. For example, Glint may share aggregated, non-identifying user or organizational information with other Glint clients to enable them to compare their organization’s metrics (such as, survey response rates) with organizations of similar size and/or industry. If you have questions, please ask your employer, as described in paragraph 6 (above).

11. **Right to Lodge A Complaint With Data Protection Authorities.** If you are a resident in the European Union, you have the right to lodge a complaint with EU data protection authorities at no cost. This right also exists in other countries (such as for Australian residents with the Office of Australian Information Commissioner). If you have questions, please ask your employer, as described in paragraph 6 (above).

12. **How To Contact Glint.** Glint can be reached at:

Glint Inc.
Attn: Legal Dept. (Data Protection Summary)
1000 W. Maude Avenue
Sunnyvale, CA 94085 USA
privacy@glintinc.com

13. **Use Of Cookies And Web Beacons And Information We Will Collect About You.** “Cookies” are small text files that are placed in your browser folder on your hard drive by a Web server when you access Glint’s services, whether you are a survey respondent or a user of Glint’s platform. We may use session Cookies, persistent Cookies, and Web Beacons. Session cookies last only as long as the session (usually the current website visit or browser session). Persistent cookies last beyond the current session and will stay on your browser until they expire or you delete them. Web Beacons (also known as clear GIFs) are tiny graphics with a unique identifier that may be included on Glint’s services or communications for several purposes, such as to deliver or communicate with Cookies, to track and measure the performance of the services, or to measure your engagement with emails we send you. Unlike Cookies, which are stored on the user’s hard drive, Web Beacons are typically embedded invisibly on web pages or in an e-mail. Glint may use session Cookies, persistent Cookies and Web Beacons to identify that you’ve accessed the services and to tell Glint how and when you interact with its services. Glint will not access or track any location-based information from your mobile device at any time while downloading or using our mobile app or services. Although most browsers automatically accept Cookies, you can change your browser options to stop automatically accepting Cookies or to prompt you before accepting Cookies. If you don’t accept Cookies, you may not be able to access all portions or features of the services. More detailed information on this subject, including the information Glint collects about you through Cookies, can be found at https://www.glintinc.com/glint_platform_cookie_table/.

14. **More Information About The Data Glint Collects.** If you need more information about the data Glint collects and processes, please contact your employer, as described in paragraph 6 (above).

